



DEPARTMENT OF THE ARMY  
OFFICE OF THE ADJUTANT GENERAL  
ALEXANDRIA, VA 22331-0301

1

REPLY TO  
ATTENTION OF

1 August 1984

AD-A148 974

( D R A F T )  
  
F I N A L   R E P O R T  
  
Pilot of the Modern Army Record-keeping System (MARKS)  
  
at  
  
5th Battalion, 73rd Armored Regiment  
  
194th Armored Brigade  
  
Fort Knox, Kentucky  
  
1 July 1983 through 30 June 1984

DTIC

DEC 24 1984

DTIC FILE COPY

This document has been approved  
for public release and sale; its  
distribution is unlimited.

Prepared by:

MARKS Project Officer  
Programs Branch  
Records Management Division  
Administrative Management  
Directorate  
Office of The Adjutant General  
Alexandria, Virginia 22331-0301

84 12 11 030

UNCLASSIFIED

SECURITY CLASSIFICATION OF THIS PAGE

REPORT DOCUMENTATION PAGE

1a. REPORT SECURITY CLASSIFICATION UNCLASSIFIED		1b. RESTRICTIVE MARKINGS None	
2a. SECURITY CLASSIFICATION AUTHORITY Not Applicable		3. DISTRIBUTION/AVAILABILITY OF REPORT No restrictions or limitations on distribution or availability.	
4. DECLASSIFICATION/DOWNGRADING SCHEDULE Not applicable		5. MONITORING ORGANIZATION REPORT NUMBER(S)	
6. PERFORMING ORGANIZATION REPORT NUMBER(S)		7a. NAME OF MONITORING ORGANIZATION	
7a. NAME OF PERFORMING ORGANIZATION MARKS Project Office, Office of The Adjutant General Headquarters, Dept. of the Army	6b. OFFICE SYMBOL (If applicable) DAAG-AMR-P	7b. ADDRESS (City, State, and ZIP Code)	
8. ADDRESS (City, State, and ZIP Code) Alexandria, Virginia 22331-0301		9. PROCUREMENT INSTRUMENT IDENTIFICATION NUMBER	
9a. NAME OF FUNDING / SPONSORING ORGANIZATION	8b. OFFICE SYMBOL (If applicable)	10. SOURCE OF FUNDING NUMBERS	
8a. ADDRESS (City, State, and ZIP Code)		PROGRAM ELEMENT NO	PROJECT NO
		TASK NO.	WORK UNIT ACCESSION NO.
11. ABSTRACT (Include Security Classification)(UNCLASSIFIED) Final Report, Pilot of the Modern Army Record-keeping System (MARKS) at 5th Battalion, 73rd Armored Regiment, 194th Armored Brigade, Fort Knox, Kentucky, 1 July 1983 through 30 June 1984.			
12. PERSONAL AUTHOR(S) VOS, John George			
13a. TYPE OF REPORT Final	13b. TIME COVERED FROM 830201 TO 840630	14. DATE OF REPORT (Year, Month, Day) 840801	15. PAGE COUNT 474
16. SUPPLEMENTARY NOTATION			
17. COSATI CODES		18. SUBJECT TERMS (Continue on reverse if necessary and identify by block number)	
FIELD	GROUP	SUB-GROUP	
19. ABSTRACT (Continue on reverse if necessary and identify by block number) This report covers an initial pilot test of a new record-keeping system for the Army which will eventually replace The Army Functional Files System (TAFFS), which was instituted Army-wide in the early 1960's. The new system (Modern Army Record-keeping System, or MARKS) is subjective, and has as its basis the established and widely-recognized numbering scheme for administrative publications. Under MARKS, recorded information is identified and filed by a number which is the same as the basic number of the prescribing directive -- usually an Army Regulation or Department of the Army Pamphlet -- which requires that the information be created, maintained, and used. Other innovations included in the pilot of MARKS were creation of a "general correspondence" category, inclusion of Privacy Act "pointers", recording of file number on a document at the time of creation, and amenability to automation through Standard Data Elements and keyword strings.			
20. DISTRIBUTION/AVAILABILITY OF ABSTRACT <input checked="" type="checkbox"/> UNCLASSIFIED UNLIMITED <input type="checkbox"/> SAME AS RPT <input type="checkbox"/> DTIC USERS		21. ABSTRACT SECURITY CLASSIFICATION UNCLASSIFIED	
22a. NAME OF RESPONSIBLE INDIVIDUAL John G. Vos		22b. TELEPHONE (Include Area Code) (202) 325-0440	22c. OFFICE SYMBOL HQDA(DAAG-AMR-P)

**INSTRUCTIONS FOR PREPARATION OF REPORT DOCUMENTATION PAGE****GENERAL INFORMATION**

The accuracy and completeness of all information provided in the DD Form 1473, especially classification and distribution limitation markings, are the responsibility of the authoring or monitoring DoD activity.

Because the data input on this form will be what others will retrieve from DTIC's bibliographic data base or may determine how the document can be accessed by future users, care should be taken to have the form completed by knowledgeable personnel. For better communication and to facilitate more complete and accurate input from the originators of the form to those processing the data, space has been provided in Block 22 for the name, telephone number, and office symbol of the DoD person responsible for the input cited on the form.

All information on the DD Form 1473 should be typed.

Only information appearing on or in the report, or applying specifically to the report in hand, should be reported. If there is any doubt, the block should be left blank.

Some of the information on the forms (e.g., title, abstract) will be machine indexed. The terminology used should describe the content of the report or identify it as precisely as possible for future identification and retrieval.

**NOTE:** Unclassified abstracts and titles describing classified documents may appear separately from the documents in an unclassified context, e.g., in DTIC announcement bulletins and bibliographies. This must be considered in the preparation and marking of unclassified abstracts and titles.

The Defense Technical Information Center (DTIC) is ready to offer assistance to anyone who needs and requests it. Call Data Base Input Division, Autovon 284-7044 or Commercial (202) 274-7044.

**SECURITY CLASSIFICATION OF THE FORM**

In accordance with DoD 5200.1-R, Information Security Program Regulation, Chapter IV Section 2, paragraph 4-200, classification markings are to be stamped, printed, or written at the top and bottom of the form in capital letters that are larger than those used in the text of the document. See also DoD 5220.22-M, Industrial Security Manual for Safeguarding Classified Information, Section II, paragraph 11a(2). This form should be unclassified, if possible.

**SPECIFIC BLOCKS**

**Block 1a** Report Security Classification: Designate the highest security classification of the report. (See DoD 5220.1-R, Chapters I, IV, VII, XI, Appendix A.)

**Block 1b** Restricted Marking: Enter the restricted marking or warning notice of the report (e.g., CNWDI, RD, NATO).

**Block 2a** Security Classification Authority: Enter the commonly used markings in accordance with DoD 5200.1-R, Chapter IV, Section 4, paragraph 4-400 and 4-402. Indicate classification authority.

**Block 2b** Declassification / Downgrading Schedule: Indicate specific date or event for declassification or the notation, "Originating Agency Determination Required" or "OADR." Also insert (when applicable) downgrade to on (e.g., Downgrade to Confidential on 6 July 1983) (See also DoD 5220.22-M, Industrial Security Manual for Safeguarding Classified Information, Appendix II.)

**NOTE:** Entry must be made in Blocks 2a and 2b except when the original report is unclassified and has never been upgraded.

**Block 3** Distribution/Availability Statement of Report: Insert the statement as it appears on the report. If a limited distribution statement is used, the reason must be one of those given by DoD Directive 5200.20, Distribution Statements on Technical Documents, as supplemented by the 18 OCT 1983 SECDEF Memo, "Control of Unclassified Technology with Military Application." The Distribution Statement should provide for the broadest distribution possible within limits of security and controlling office limitations.

**Block 4** Performing Organization Report Number(s): Enter the unique alphanumeric report number(s) assigned by the organization originating or generating the report from its research and whose name appears in Block 6. These numbers should be in accordance with ANSI STD 239 23-74, "American National Standard Technical Report Number." If the Performing Organization is also the Monitoring Agency, enter the report number in Block 4.

**Block 5** Monitoring Organization Report Number(s): Enter the unique alphanumeric report number(s) assigned by the Monitoring Agency. This should be a number assigned by a DoD or other government agency and should be in accordance with ANSI STD 239 23-74. If the Monitoring Agency is the same as the Performing Organization, enter the report number in Block 4 and leave Block 5 blank.

**Block 6a** Name of Performing Organization: For in-house reports, enter the name of the performing activity. For reports prepared under contract or grant, enter the contractor or the grantee who generated the report and identify the appropriate corporate division, school, laboratory, etc., of the author.

**Block 6b** Office Symbol: Enter the office symbol of the Performing Organization.

**Block 6c** Address: Enter the address of the Performing Organization. List city, state, and ZIP code.

**Block 7a** Name of Monitoring Organization: This is the agency responsible for administering or monitoring a project, contract, or grant. If the monitor is also the Performing Organization, leave Block 7a blank. In the case of joint sponsorship, the Monitoring Organization is determined by advance agreement. It can be either an office, a group, or a committee representing more than one activity, service, or agency.

**Block 7b** Address: Enter the address of the Monitoring Organization. Include city, state, and ZIP code.

**Block 8a** Name of Funding/Sponsoring Organization: Enter the full official name of the organization under whose immediate funding the document was generated, whether the work was done in-house or by contract. If the Monitoring Organization is the same as the Funding Organization, leave 8a blank.

**Block 8b** Office Symbol: Enter the office symbol of the Funding/Sponsoring Organization.

**Block 8c** Address: Enter the address of the Funding/Sponsoring Organization. Include city, state and ZIP code.

**Block 9. Procurement Instrument Identification Number:** For a contractor grantee report, enter the complete contract or grant number(s) under which the work was accomplished. Leave this block blank for in-house reports.

**Block 10. Source of Funding (Program Element, Project, Task Area, and Work Unit Number(s)):** These four data elements relate to the DoD budget structure and provide program and/or administrative identification of the source of support for the work being carried on. Enter the program element, project, task area, work unit accession number, or their equivalents which identify the principal source of funding for the work required. These codes may be obtained from the applicable DoD forms such as the DD Form 1493 (Research and Technology Work Unit Summary) or from the fund citation of the funding instrument. If this information is not available to the authoring activity, these blocks should be filled in by the responsible DoD Official designated in Block 22. If the report is funded from multiple sources, identify only the Program Element and the Project, Task Area, and Work Unit Numbers of the principal contributor.

**Block 11. Title:** Enter the title in Block 11 in initial capital letters exactly as it appears on the report. Titles on all classified reports, whether classified or unclassified, must be immediately followed by the security classification of the title enclosed in parentheses. A report with a classified title should be provided with an unclassified version if it is possible to do so without changing the meaning or misstating the contents of the report. Use specific, meaningful words that describe the content of the report so that when the title is machine indexed, the words will contribute useful retrieval terms.

If the report is in a foreign language and the title is given in both English and a foreign language, list the foreign language title first followed by the English title enclosed in parentheses. If part of the text is in English, list the English title first followed by the foreign language title enclosed in parentheses. If the title is given in more than one foreign language, use a title that reflects the language of the text. If both the text and titles are in a foreign language, the title should be translated, if possible, unless the title is also the name of a foreign periodical. Transliterations of often used foreign alphabets (see Appendix A of MIL-STD-847B) are available from DTIC in document AD-A080 800.

**Block 12. Personal Author(s):** Give the complete name(s) of the author(s) in this order: last name, first name, and middle name. In addition, list the affiliation of the authors if it differs from that of the performing organization.

List all authors. If the document is a compilation of papers, it may be more useful to list the authors with the titles of their papers as a contents note in the abstract in Block 19. If appropriate, the names of editors and compilers may be entered in this block.

**Block 13a. Type of Report:** Indicate whether the report is summary, final, annual, progress, interim, etc.

**Block 13b. Time Covered:** Enter the inclusive dates (year, month, day) of the period covered, such as the life of a contract in a final contractor report.

**Block 14. Date of Report:** Enter the year, month, and day, or the year and the month the report was issued as shown on the cover.

**Block 15. Page Count:** Enter the total number of pages in the report that contain information, including cover, preface, table of contents, distribution lists, partial pages, etc. A chart in the body of the report is counted even if it is unnumbered.

**Block 16. Supplementary Notation:** Enter useful information about the report in hand, such as: "Prepared in cooperation with..." "Translation at (or by)..." "Symposium..." If there are report numbers for the report which are not noted elsewhere on the form (such as internal series numbers or participating organization report numbers) enter in this block.

**Block 17. COSATI Codes:** This block provides the subject coverage of the report for announcement and distribution purposes. The categories are to be taken from the "COSATI Subject Category List" (DoD Modified), Oct 65, AD-624 000. A copy is available on request to any organization generating reports for DoD. At least one entry is required as follows:

**Field** - to indicate subject coverage of report.

**Group** - to indicate greater subject specificity of information in the report.

**Sub-Group** - if specificity greater than that shown by Group is required, use further designation as the numbers after the period (.) in the Group breakdown. Use only the designation provided by AD-624 000.

**Example:** The subject "Solid Rocket Motors" is Field 21, Group 08, Subgroup 2 (page 32, AD-624 000).

**Block 18. Subject Terms:** These may be descriptors, keywords, posting terms, identifiers, open-ended terms, subject headings, acronyms, code words, or any words or phrases that identify the principal subjects covered in the report, and that conform to standard terminology and are exact enough to be used as subject index entries. Certain acronyms or "buzz words" may be used if they are recognized by specialists in the field and have a potential for becoming accepted terms. "Laser" and "Reverse Osmosis" were once such terms.

If possible, this set of terms should be selected so that the terms individually and as a group will remain UNCLASSIFIED without losing meaning. However, priority must be given to specifying proper subject terms rather than making the set of terms appear "UNCLASSIFIED." Each term on classified reports must be immediately followed by its security classification, enclosed in parentheses.

For reference on standard terminology the "DTIC Retrieval and Indexing Terminology" DRIT-1979, AD-A068 500, and the DoD "Thesaurus of Engineering and Scientific Terms (TEST) 1968, AD-672 000, may be useful.

**Block 19. Abstract:** The abstract should be a pithy, brief (preferably not to exceed 300 words), factual summary of the most significant information contained in the report. However, since the abstract may be machine-searched, all specific and meaningful words and phrases which express the subject content of the report should be included, even if the word limit is exceeded.

If possible, the abstract of a classified report should be unclassified and consist of publicly releasable information (Unlimited), but in no instance should the report content description be sacrificed for the security classification.

**NOTE:** An unclassified abstract describing a classified document may appear separately from the document in an unclassified context e.g., in DTIC announcement or bibliographic products. This must be considered in the preparation and marking of unclassified abstracts.

For further information on preparing abstracts, employing scientific symbols, verbalizing, etc., see paragraphs 2.1(n) and 2.3(b) in MIL-STD-847B.

**Block 20. Distribution / Availability of Abstract:** This block must be completed for all reports. Check the applicable statement: "unclassified / unlimited," "same as report," or, if the report is available to DTIC registered users "DTIC users."

**Block 21. Abstract Security Classification:** To ensure proper safeguarding of information, this block must be completed for all reports to designate the classification level of the entire abstract. For CLASSIFIED abstracts, each paragraph must be preceded by its security classification code in parentheses.

**Block 22a,b,c. Name, Telephone and Office Symbol of Responsible Individual:** Give name, telephone number, and office symbol of DoD person responsible for the accuracy of the completion of this form.

①

# INDEX TO CONTENTS

## Tab      Contents

1      Chapter 1: History of MARKS — The Need

Enclosures to Chapter 1:

- #1. Microfiche Final Report, CALCULON Study, Contract MDA 903-80-C0721, 31 July 1981 **AD - A107079**
- #2. Comparison of Alternative Concepts

2      Chapter 2: The Decision to Implement Pilot Projects

Enclosures to Chapter 2:

- #1. Letter, HQDA (DAAG-AMR-P), 2 April 1982, subject: New Record-keeping Concept for the Army

3      Chapter 3: Selection of a TOE Unit

Enclosures to Chapter 3:

- #1. Letter, HQDA (DAAG-AMR-P), 2 April 1982, subject: New Record-keeping Concept for the Army, to Cdr, USA TRADOC
- #2. Letter, HQ USA TRADOC (ATPL-AOR), 7 July 1982, subject: New Record Keeping Concept for the Army
- #3. Letter, HQDA (DAAG-AMR-P), 21 July 1982, subject: New Record-keeping Concept for the Army, to Cdr, USA TRADOC (ATTE-R)
- #4. 1st Ind, HQ TRADOC Combined Arms Test Activity, Fort Hood, TX, 8 September 1982
- #5. Trip Report (TRADOC Visit), HQDA (DAAG-AMR-P), 26 November 1982
- #6. Letter, HQDA (DAAG-AMR-P), 27 December 1982, subject: Study of the Modern Army Record-keeping System (MARKS), to Cdr, USA TRADOC
- #7. Letter, HQDA (DAAG-AMR-P), 31 January 1983, subject: Pilot Study of the Modern Army Record-keeping System (MARKS), to Cdr, USA FORSCOM (AFAG-AS)
- #8. 1st Ind, HQ USA FORSCOM (AFAG-ASR), 8 April 1983, subject: Pilot Study of the Modern Army Record-keeping System



Accession For	
NTIS GRA&I	<input checked="" type="checkbox"/>
DTIC TAB	<input type="checkbox"/>
Unannounced	<input type="checkbox"/>
Justification	
Distribution/	
Availability Codes	
Dist	
A1	

**DTIC ELECTE**  
**DEC 26 1984**  
**A**

This document has been approved for public release and sale; its distribution is unlimited.

Index to Contents (Continued)

<u>Tab</u>	<u>Contents</u>
4	Chapter 4: Preparation of Materials Prior to Inception of Pilot  Enclosures to Chapter 4: #1. Lesson Plan #2. AR 340-XX (Test) with C-1 and C-2 #3. Handout # 1 #4. Handout # 2 #5. Practical Exercise # 1 #6. Lists of Selected File Numbers (TAFFS), 5/73 Armor #7. List of File Numbers (MARKS), 5/73 Armor
5	Chapter 5: Instruction at 5th Bn, 73rd Armor, June 1983  Enclosure to Chapter 5: #1. Record-keeping personnel, 5th Battalion, 73d Armor
6	Chapter 6: Summary of Contacts with Members of 5th Bn, 73rd Armor  Enclosures to Chapter 6: #1. Trip Report dated 5 July 1983 (visit of 20-30 Jun 83) #2. Trip Report dated 4 Aug 83 (visit of 31 Jul - 3 Aug 83) #3. Trip Report dated 8 Sep 83 (visit of 7 Sep 83) #4. Trip Report dated 12 Dec 83 (visit of 8-9 Dec 83) #5. Trip Report dated 27 Apr 84 (visit of 24-26 Apr 84) #6. Trip Report dated 6 Jul 84 (visit of 1-3 Jul 84) #7. Revision of AR 340-XX (Test) dated 15 April 1984 #8. Letter, HQDA (DAAG-AMR-P), 8 Sep 83, to Cdr, USAARMC and Ft Knox (ATZK-DI-S/WO1 Dean), subject: Pilot Study of the Modern Army Record-keeping System (MARKS) #9. Letter, HQDA (DAAG-AMR-P), 13 Jun 84, to DISTRIBUTION, subject: Impact of MARKS on Skill Qualification Testing
7	Chapter 7: Problems Faced During Course of Pilot
8	Chapter 8: Closing Out the Pilot at 5/73 Armor  Enclosures to Chapter 8: #1. List of File Numbers, PAC, 5/73 Armor #2. Questionnaire Responses (11 sets)
9	Chapter 9: Conclusions and Recommendations
10	Addendum: Benefits Derived from Pilot that are Applicable to TAFFS

AD-A148 974

The AD number on the fiche header changed to AD-A148 974 from AD-A107 079 because the fiche might get seperated from the basic document and get misplaced.

DTIC-DDAC

## DRAFT FINAL REPORT

Pilot study of Modern Army Record-keeping System (MARKS) at  
5th Bn, 73rd Armored Regiment, 194th Brigade, Fort Knox, KY, Jul 83 - Jun 84

-----

### Chapter 1

#### History of MARKS: The Need

1. The Army Functional Files System (TAFFS) was instituted Army-wide in the early 1960's as a replacement for the War Department (WD) Decimal Filing System, which had been in use since before World War I with only relatively minor changes.

2. The Office of The Adjutant General, Department of the Army, as the proponent of administrative management systems for the Army, received many perceptions from the Army at large during the life of TAFFS that it did not meet the users' needs for a variety of reasons. They found it too complex; arbitrary in its numbering scheme; well-suited to transactional files but not to the general administration of large headquarters or units, and difficult to teach, learn, administer, and supervise.

3. Acting upon these perceptions, Deputy The Adjutant General for Administrative Systems contracted for a year-long study of TAFFS by a management engineering firm in the private sector (CALCULON Corporation). The final report of that study confirmed the field's perceptions, adding a finding that TAFFS, because of its structure, was not amenable to automation.

4. The CALCULON study, a copy of which is attached in microfiche (see Encl # 1) recommended four alternative record-keeping schemes -- (a) "TAFFS Simplified," which would have resulted in little change to the present system; (b) "AR Subject System," based on the numbering scheme for administrative publications; (c) "Scratch Design a New System," which is self-explanatory, and (d) "Update the WD Decimal Files System," which would have returned the Army to decimal filing after an absence of some 20 years.

5. A comparison matrix of these four schemes is attached (see Encl # 2). After staffing, consideration, and deliberation, the "AR Subject System" was chosen for further developmental work aimed at designing a new system for the Army to use. Two aspects of this "AR Subject System" that had been recommended by the CALCULON final report were rejected as being unworkable in the present-day Army -- that of "instant archiving" (wherein permanent, historically-valuable documents would be forwarded to the Archives immediately upon creation) and "central files" (rejected because any move toward centralization from the totally-decentralized structure of Army administration would be beyond the scope of the instant project).

6. Thus it was decided to design and develop a record-keeping system that would have as its base the numbering scheme for administrative publications, based on the premise that for all information created, maintained and used by the Army, there is some sort of prescribing directive which is already recognizable in the user's mind as being associated with a particular program.

(in microfiche) AD-A107077

FINAL REPORT

Records Filing, Maintenance and Disposition

Systems Study

for

Department of the Army

Deliverable A0002CAC

31 July 1981

Contract MDA 903-80-C0721

DEFENSE TECHNICAL INFORMATION CENTER  
CAMERON STATION  
ALEXANDRIA, VIRGINIA 22314

Encl # 1 to Chapter 1

COMPARISON OF ALTERNATIVE CONCEPTS

SYSTEM/SCHME	UNIT LEVEL	CLASSIFICATION SCHEME	DISPOSITION STANDARDS	PROCEDURES EMPLOYED	ADVANTAGES	DISADVANTAGES
TAFS Simplified (AR 340-2)	Could be tested at TOE unit level or any higher level	No change in scheme; functional division (16 major areas)	No change.	No change.	Based on the current, generally accepted system. No change necessary for current users of AR 340-2 (TOE). Very little by way of new procedures for users to learn.	More than 60% of full TAFS to be incorporated. Bulky, untidy. No appreciable economies. Puts us back into the "single regulation" concept, because of which we broke TAFS up into 60 functional categories.
AR Subject System (AR 310-2)	TOE units (AR 340-2 level)	Subject classification based on admin pubs numbering scheme (AR 310-2).	Crosswalk required from old to new and vice versa. Most standards unchanged; matter of properly identifying them.	New procedures to be developed where necessary.	Instant ID with pubs numbering scheme for most users (subject classification). Automatable.	Instant archiving (rejected); Central files (also rejected).
Scratch Design a New System	Could be tested at TOE unit level or any higher level.	Would have to be designed.	Where the descriptions, categories, manner of organizing etc. did not match approved schedule, new schedule would have to be approved by Archivist.	Would have to be developed.	Can be tailored to meet perceived requirements.	Requires great time/effort to develop both classification codes & retention guides. Great training effort required for a totally new system.
Update the UN Decimal Files System	Could be tested at any level.	Dewey Decimal System, as adapted by War Department @ 1913, used until TAFS @ early 60's.	Schedules already approved; they generally correspond to record series in TAFS; some change and update req'd.	Return to the procedures of UN Decimal Sys. Training to be developed.	Subjective system (memory traits). Many Army members recognize decimal systems from school experience.	Out of date; distortions to be developed/revised. Complex; not easy to teach, learn, use. Usually restricted to correspondence signed by AG or CG.

DRAFT FINAL REPORT

Pilot study of Modern Army Record-keeping System (MARKS) at  
5th Bn, 73rd Armored Regiment, 194th Brigade, Fort Knox, KY, Jul 83 - Jun 84

-----

Chapter 2

The Decision to Implement Pilot Projects

1. The development of a new record-keeping concept based on the administrative publications numbering scheme was followed by staffing with all major Army commands and Department of the Army staff agencies (copy at Encl # 1).
2. Responses from this staffing action (total of 32 commands and staff agencies) resulted in 29 concurrences, two non-concurrences, and one which was neither.
3. Early in the design of MARKS it was decided that some form of test or pilot would be required because replacing TAFFS with MARKS would affect every office, organization, and activity in the United States Army. Following internal staffing and deliberations, a decision was taken by Deputy The Adjutant General for Administrative Systems (see letter of 27 December 1982, copy at Encl # 6 to Chapter 3) that the pilot projects would take place at two echelons -- a TOE battalion, and an installation headquarters. The TOE battalion was selected to ensure that the new system would work at the "fighting unit" level of the Army, and the installation headquarters level was selected because it reflects, in microcosm, the staff and operating functions performed at several different echelons of the Army. Availability of manpower and funds for these pilots also played a role in the decision to restrict the effort to two echelons.



DEPARTMENT OF THE ARMY  
OFFICE OF THE ADJUTANT GENERAL  
ALEXANDRIA, VA 22331

REPLY TO  
ATTENTION OF

2 APR 1982

DAAG-AMR-P

SUBJECT: New Record-keeping Concept for the Army

SEE DISTRIBUTION

1. This letter is to inform you of a concept development that would eventually replace The Army Functional Files System (TAFSS, AR 340-18 series) by changing the way the Army identifies and maintains its records.
2. The replacement is called "Modern Army Record-keeping System," or "MARKS," and is being developed because of perceptions by the Army field establishment that TAFSS is unsuitable because:
  - a. It is difficult to teach, learn, and use.
  - b. It makes no provision for "general correspondence" files; if a record is not specifically identifiable under a particular TAFSS number, it is a problem to file.
  - c. TAFSS requires excessive research into too many regulations (total of 17 AR's).
  - d. The numbering scheme used in TAFSS is arbitrary and bears no relation to any other administrative number series, thereby requiring the user to learn and correlate different schemes.
3. The suitability of TAFSS and whether or not it should be replaced were studied by CALCULON Corporation under contract during 1980-81; the Records Administrators of several addressees participated in the Study Advisory Group for, and the evaluation of, this contract. CALCULON's conclusions were that TAFSS should be replaced by a more management-oriented system which eliminates the complexity of TAFSS; and that, in developing a replacement system, we should position ourselves to adopt such state-of-the-art technology as may become useful and cost effective.
4. The study's recommendations for immediate action were to:
  - a. Replace the arbitrary TAFSS numbering scheme with a system that identifies records according to the number of the directive that prescribes their creation, maintenance, and use.

Encl # 1 to Chapter 2

DAAG-AMR-P

SUBJECT: New Record-keeping Concept for the Army

b. Develop tailored, structured filing instructions for the various echelons of the Army, much in the manner that AR 340-2 is tailored specifically for TO&E units under TAFFS.

5. We are therefore proceeding with a concept that will do the following things under MARKS:

a. Number records according to their prescribing directives. For example, records in a unit supply room such as hand receipts, personal clothing records, reports of survey, etc., are prescribed by AR 710-2, Supply Policy Below the Wholesale Level. Instead of these records having file numbers of 1416-15, 1416-36, etc., under TAFFS, they would be numbered 710-2 and then given an alpha suffix to distinguish among the several types of records prescribed by AR 710-2. Thus the numbering scheme for Army Regulations, as outlined in AR 310-2, becomes the basic structure for the Army's files. This AR numbering scheme is generally better known and understood throughout the Army than the existing TAFFS numbering scheme.

b. Within each major category (as in the "710" example above), the first file number will be suffixed "a" and will be for general correspondence files for which no specific file number exists, yet which relate generally to the major function described. See Inclosure 1 for an example of how this works.

c. The numbering schemes for DA Forms and for recurring reports that are under Requirements Control will also be brought into this pattern, so that the same basic AR number will serve all of the administrative processes for a particular program.

d. The subjective nature of MARKS will allow the office creating a record to assign a file number to a record at the time it is created (probably immediately following the office symbol), rather than at the time the record is filed. We see this as having several benefits, not the least of which are improved identification and retrieval of records and increased familiarity at the action officer level with the files structure.

e. The implementing regulations for MARKS will be tailored to the echelons which they serve. For instance, one directive will serve all installations of the Army, because all installations basically perform the same functions, regardless of the mission or composition of tenants; they perform facilities engineering, operate Army Community Service centers, furnish post security, etc. Another MARKS regulation will serve TO&E units; another, MACOM and sub-MACOM headquarters, another, the DA Staff; etc.

DAAG-AMR-P

SUBJECT: New Record-keeping Concept for the Army

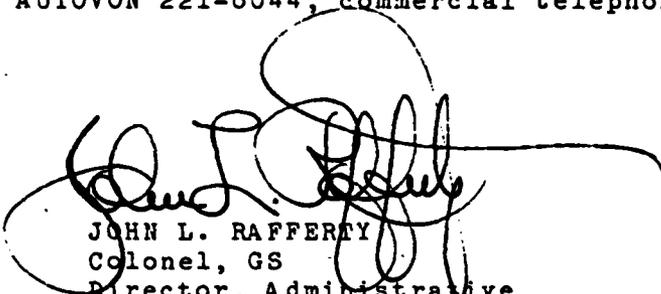
6. At Inclosure 1 is a draft of a prototype regulation to test MARKS at the TO&E unit level; it is furnished to you solely for illustrative purposes, so that you can see how we envision the system working.

7. Our milestones call for testing and evaluation of the MARKS concept at several different echelons during the period January 1983 - February 1984, and -- if the concept proves practical, desirable, and cost effective -- implementation Army-wide on 1 January 1985. Within budgetary limitations, we plan to present a formal briefing to each addressee over the next few months on this concept. Where possible, MACOM Records Administrators will be briefed in the Washington area while they are here on other official business.

8. Request your comments, concurrence, or non-concurrence in the concept of MARKS not later than 15 May 1982. Point of contact is John Vos, HQDA (DAAG-AMR-P), AUTOVON 221-6044, commercial telephone (202) 325-6044.

FOR THE ADJUTANT GENERAL:

1 Incl  
as

  
JOHN L. RAFFERTY  
Colonel, GS  
Director, Administrative  
Management

DISTRIBUTION:

Cdr, USACC (CC-PA-AMP-R) Ft Huachuca, AZ 85613  
Cdr, USACSC (OSGS-PAA-R), Ft Belvoir, VA 22060  
Cdr, USACIDC (CIPA-AD), 5611 Columbia Pike, Falls Church, VA 22041  
Cdr, USA DARCOM (DRXAM-AR), Alexandria, VA 22333  
Cdr, USA INSCOM (IAPR-RM), AHS, Arlington, VA 22212  
Cdr, USAHSC (HSAG-A), Ft Sam Houston, TX 78234  
Cdr, USA FORSCOM (AFAG-ASR) Ft McPherson, GA 30330  
Cdr, USA Recruiting Command (USARCRPM-A), Ft Sheridan, IL, 60037  
Cdr, MTMC (MT-SPA-O), Washington, DC 20314  
CINCUSAREUR/7A (AEUPE-AMD-AE), APO NY 09403  
CINC EUSA (AGJ-AG) APO SF 96301  
Cdr, USARJ (AJAG-PAPR), APO SF 96343  
Superintendent, USMA (MAAG-R), West Point, NY 10996  
Cdr, USAMDW (ANTE-AR), Ft McNair, Washington, DC 20319  
Cdr, USA WESTCOM (APAG-AF), Fort Shafter, HI 96858

(DF with same narrative sent to: OSA, DACS, DALO, DAMO, DAPE, DAMA, DAAR, DAAA, DACH, DAEN, DAIG, DAJA, NGB, DASC, DACA, DAMI, DAAG-PA, DAAG-OP, and DAAG-IM)

DRAFT FINAL REPORT

Pilot study of Modern Army Record-keeping System (MARKS) at  
5th Bn, 73rd Armored Regiment, 194th Brigade, Fort Knox, KY, Jul 83 - Jun 84

-----

Chapter 3

Selection of a TOE Unit

1. The effort to secure access to a TOE unit with which to conduct the pilot began on 2 April 1982 with a letter to Commander, USA TRADOC (Encl # 1) which suggested that Soldier Support Center, whose mission includes "...reviewing and evaluating all concepts and doctrine pertaining to...administrative management and services" might test the concept.
2. The TRADOC response of 7 July 1982 (Encl # 2) proposed that TRADOC carry out the pilot as a "customer test," with TAGO as the test proponent, by using one of TRADOC's field testing activities. TRADOC also requested that TAGO furnish (a) the issues, criteria and measures of effectiveness to be addressed; (b) the scope of the test, and (c) a formal request from TAGO that TRADOC assign a test activity for this purpose.
3. The TRADOC request was addressed in TAGO's letter of 21 July 1983 (Encl # 3) which answered all three of these points.
4. TRADOC's attempt to assign the evaluation to TRADOC Combined Arms Testing Activity (TCATA), Fort Hood, Texas resulted in a communication from that organization dated 8 September 1982 (Encl # 4) which concluded that "...the evaluation of MARKS does not qualify...as a test," but should rather be a "structured subjective evaluation" or a "controlled study."
5. This information led to a visit to HQ, USA TRADOC by the MARKS team on 24 November 1982 (trip report at Encl # 5) to determine the status of TAGO's original request. On arrival, we were advised that since the trend was toward a "study" rather than a "test," the responsibility had shifted within the headquarters from Testing Directorate to Combat Development Directorate; the Studies Management Branch of HQ, USA TRADOC requested that our requirements be presented to the Study Program Office (DACS-DMO), HQDA. The presentation was made on 30 November 1982. DACS-DMO concluded that the study was below the threshold of AR 5-5, Army Study Program; the Office of The Adjutant General was given permission to proceed with any desired study without resorting to the formal procedures of AR 5-5.

Chapter 3  
Selection of a TOE Unit (Continued)

6. A request was then made to Commander, USA TRADOC (letter of 27 December 1982, copy at Encl # 6) for designation of a participating battalion and installation headquarters. Negotiations with TRADOC had continued on the TOE battalion because the action had begun as a request for Soldier Support Center, a TRADOC activity, to conduct the testing. At this point Commander, USA TRADOC designated Headquarters, US Army Armor Center and Fort Knox as the installation headquarters but deferred to Commander, USA FORSCOM on selection of a TOE unit.

7. A formal request was sent to Commander, USA FORSCOM (letter of 31 January 1983, copy at Encl # 7) asking for designation of a TOE battalion for the MARKS pilot. This led to a full-scale, formal briefing at HQ, USA FORSCOM on 8 February 1983 to present the scope and aims of the pilot. On 8 April 1983, HQ, USA FORSCOM designated 5th Battalion, 73rd Armored Regiment, 194th Armored Brigade, Fort Knox, Kentucky to participate in the MARKS pilot study (copy at Encl # 8).

REPLY TO  
ATTENTION OF

DEPARTMENT OF THE ARMY  
OFFICE OF THE ADJUTANT GENERAL  
ALEXANDRIA, VA 22331

04 APR 1982

DAAG-AMR-P

SUBJECT: New Record-keeping Concept for the Army

Commander  
US Army Training and Doctrine Command  
Fort Monroe, VA 23651

1. This letter is to inform you of a concept development that would eventually replace The Army Functional Files System (TAFSS, AR 340-18 series) by changing the way the Army identifies and maintains its records.

2. The replacement is called "Modern Army Record-keeping System," or "MARKS," and is being developed because of perceptions by the Army field establishment that TAFSS is unsuitable because:

a. It is difficult to teach, learn, and use.

b. It makes no provision for "general correspondence" files; if a record is not specifically identifiable under a particular TAFSS number, it is a problem to file.

c. TAFSS requires excessive research into too many regulations (total of 17 AR's).

d. The numbering scheme used in TAFSS is arbitrary and bears no relation to any other administrative number series, thereby requiring the user to learn and correlate different schemes.

3. The suitability of TAFSS and whether or not it should be replaced were studied by CALCULON Corporation under contract during 1980-81; the Records Administrators of several addressees participated in the Study Advisory Group for, and the evaluation of, this contract. CALCULON's conclusions were that TAFSS should be replaced by a more management-oriented system which eliminates the complexity of TAFSS; and that, in developing a replacement system, we should position ourselves to adopt such state-of-the-art technology as may become useful and cost effective.

4. The study's recommendations for immediate action were to:

a. Replace the arbitrary TAFSS numbering scheme with a system that identifies records according to the number of the directive that

DAAG-AMR-P

SUBJECT: New record-keeping Concept for the Army

prescribes their creation, maintenance, and use.

b. Develop tailored, structured filing instructions for the various echelons of the Army, much in the manner that AR 340-2 is tailored specifically for TO&E units under TAFFS.

5. We are therefore proceeding with a concept that will do the following things under MARKS:

a. Number records according to their prescribing directives. For example, records in a unit supply room such as hand receipts, personal clothing records, reports of survey, etc., are prescribed by AR 710-2, Supply Policy Below the Wholesale Level. Instead of these records having file numbers of 1416-15, 1416-36, etc., under TAFFS, they would be numbered 710-2 and then given an alpha suffix to distinguish among the several types of records prescribed by AR 710-2. Thus the numbering scheme for Army Regulations, as outlined in AR 310-2, becomes the basic structure for the Army's files. This AR numbering scheme is generally better known and understood throughout the Army than the existing TAFFS numbering scheme.

b. Within each major category (as in the "710" example above), the first file number will be suffixed "a" and will be for general correspondence files for which no specific file number exists, yet which relate generally to the major function described. See Inclosure 1 for an example of how this works.

c. The numbering schemes for DA Forms and for recurring reports that are under Requirements Control will also be brought into this pattern, so that the same basic AR number will serve all of the administrative processes for a particular program.

d. The subjective nature of MARKS will allow the office creating a record to assign a file number to a record at the time it is created (probably immediately following the office symbol), rather than at the time the record is filed. We see this as having several benefits, not the least of which are improved identification and retrieval of records and increased familiarity at the action officer level with the files structure.

e. The implementing regulations for MARKS will be tailored to the echelons which they serve. For instance, one directive will serve all installations of the Army, because all installations basically perform the same functions, regardless of the mission or composition of tenants; they perform facilities engineering, operate Army Community Service centers, furnish post security, etc. Another

DAAG-AMR-P

SUBJECT: New Record-keeping Concept for the Army

MARKS regulation will serve TO&E units; another, MACOM and sub-MACOM headquarters; another, the DA Staff; etc.

6. At Inclosure 1 is a draft of a prototype regulation to test MARKS at the TO&E unit level; it is furnished to you solely for illustrative purposes, so that you can see how we envision the system working.

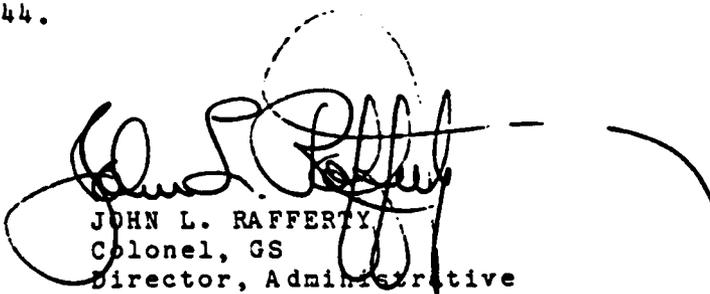
7. Our milestones call for testing and evaluation of the MARKS concept at several different echelons during the period January 1983 - February 1984, and -- if the concept proves practical, desirable, and cost effective -- implementation Army-wide on 1 January 1985. We have considered a number of possibilities for testing the concept, among which is testing by Soldier Support Center. This would be dependent, of course, on several factors -- SSC capabilities in this area, the priority to be assigned to the testing, when it could be done, etc. Your thoughts in this area will be appreciated.

8. We have invited your Records Administrator, Mrs. Ann Thompson, to participate in a career management panel in Washington 19-23 April 1982. If she attends, we will present a formal MARKS concept briefing to her at that time. Our project officer is available to travel to Fort Monroe to present further briefings at your convenience, should you so desire.

9. Please give us your comments, concurrence, or non-concurrence in the basic concept of MARKS, and a preliminary indication of whether or not Soldier Support Center might carry out the testing (as discussed above), by 15 May 1982. Point of contact is John Vos, HQDA (DAAG-AMR-P), AUTOVON 221-6044.

FOR THE ADJUTANT GENERAL:

1 Incl  
as



JOHN L. RAFFERTY  
Colonel, GS  
Director, Administrative  
Management



DEPARTMENT OF THE ARMY  
HEADQUARTERS UNITED STATES ARMY TRAINING AND DOCTRINE COMMAND  
FORT MONROE, VIRGINIA 23661

REPLY TO  
ATTENTION OF:

ATPL-AOR

7 JUL 1982

SUBJECT: New Record Keeping Concept for the Army

HQDA (DAAG-AMR-P)  
Alexandria, Virginia 22231

1. Reference, TAGO letter, 2 April 1982, SAB.
2. The referenced TAGO letter requested TRADOC review a new "Modern Army Records Keeping System" (MARKS) to determine if a test of the proposed system is feasible. The review shows that the testability of MARKS poses no technical difficulties. Methodology can include both attitudinal surveys and measurement of relative changes of such parameters as errors, operational time, training time, and linear feet of file space. The resources required to support the test would be determined by the scope of the effort.
3. The test can be performed by TRADOC as a customer test, with TAGO as the customer. Since TAGO has the functional area expertise on records keeping systems, it must serve as the test proponent. TRADOC does not have the functional area expertise and would be unable to perform as the proponent.
4. The TAGO statement that the TRADOC Soldier Support Center (SSC) has the requisite expertise for the formal, structured discipline of scientific testing and analysis is in error. TRADOC testing is performed by the 10 test activities having the testing mission and not by the centers or schools. If TRADOC is requested to conduct a field evaluation of the MARKS, a test activity will be appointed to execute the evaluation.
5. If TAGO wishes to continue exploring the feasibility of conducting a test on MARKS, it must complete the following actions:
  - a. Develop the issues, criteria and measures of effectiveness to be addressed in a test.
  - b. Determine the scope of the test (battalion, division, MACOM, HQDA or a slice of all command levels). The number of agencies to be involved as players in the test will determine resource requirements.
  - c. Request TRADOC assign a test activity to coordinate with TAGO to develop a cost estimate for execution of the test.

ATPL-AOR

SUBJECT: New Record Keeping Concept for the Army

6. HQ TRADOC POC for test coordination is LTC Jones, ATTE-R, AV: 680-3685.

FOR THE COMMANDER:



R. E. BROWN  
Colonel, GS  
Adjutant General



DEPARTMENT OF THE ARMY  
OFFICE OF THE ADJUTANT GENERAL  
ALEXANDRIA, VA 22331

REPLY TO  
ATTENTION OF

21 JUL 1982

DAAG-AMR-P

SUBJECT: New Record-keeping Concept for the Army

Commander  
US Army Training & Doctrine Command  
ATTN: ATTE-R  
Fort Monroe, VA 23651

1. Reference your letter, ATPL-AOR, 7 Jul 82, SAB.
2. Request your headquarters assign a test activity to conduct testing of the Modern Army Record-keeping System (MARKS). The following conditions and stipulations apply:
  - a. The Adjutant General's Office (TAGO, DAAG-AMR-P) will be the test proponent.
  - b. At Inclosure 1 is a statement of the issues, criteria, and measures of effectiveness to be addressed in the test. These may be further stated and defined during the cost estimation phase discussed below.
  - c. The scope of the test will include the following:
    - (1) Testing for a period of one year at the TOE unit level (not to exceed two battalion-sized units). We anticipate this testing beginning on 1 July 1983 and ending on 30 June 1984.
    - (2) Testing for a period of one year at the installation headquarters level, at the same installation as is used for the TOE unit level test. We anticipate this testing beginning on 1 January 1984 and ending on 31 December 1984.
  - d. The CONUS installation to be used for this test will depend on the test activity to be assigned to this task, and its location.
  - e. Upon your designation of a test activity, the MARKS Project Officer will be made available to visit your headquarters and/or the test activity, as required, to assist in developing the cost estimate and to define further the issues, criteria, and measures as discussed above.

Encl # 3 to Chapter 3

  
19 JUL 1982  
JOHN C. VOS

DAAG-AMR-P

SUBJECT: New Record-keeping Concept for the Army

3. Please respond not later than 20 August 1982. The MARKS Project Officer and point of contact is John Vos, HQDA (DAAG-AMR-P), AUTOVON 221-6044.

FOR THE ADJUTANT GENERAL:

1 Incl  
as

(SIGNED)  
JOHN L. RAFFERTY  
Colonel, GS  
Director, Administrative  
Management

ISSUES, CRITERIA, AND MEASURES OF EFFECTIVENESS  
FOR TESTING OF THE  
MODERN ARMY RECORD-KEEPING SYSTEM (MARKS)

Section I: General Objectives

- A. To determine whether or not the Modern Army Record-keeping System (MARKS) will work better than The Army Functional Files System (TAFFS).
- B. To determine if the classification scheme of MARKS can be understood readily by users.
- C. To determine the degree of user satisfaction or dissatisfaction with MARKS, and the reasons for it.

Section II: Specific Objectives

1. To determine the benefits and advantages, or lack thereof, of the following distinctive features of MARKS vis-a-vis TAFFS, as they relate to the filing and retrievability of information:

a. MARKS will use a subjective format rather than the functional format of TAFFS. One of the principal objections to TAFFS has been that its functional nature is confusing; before a document can be given a file number, it must be related mentally not to its subject matter, but rather to the assigned mission and function of the office maintaining it (be that the creator or the recipient). This same mental process must be repeated each time the document is to be retrieved. As MARKS will concentrate on the subject matter of the document only, will users find it --

- Easier to file and retrieve documents?
- About as easy as under TAFFS?
- More difficult than under TAFFS?

b. MARKS will use the basic Army Regulation number as the file number. For retrieval purposes, will the mental association between AR number and file number make it easier than, about the same as, or more difficult than under TAFFS?

c. Another distinctive MARKS feature will be that the record-keeping directives will be targeted to specific organizational echelons of the Army (installation headquarters, service schools, major Army command headquarters, TOE units, etc.), rather than to major functional areas (R&D, Transportation, Medical, etc.). Our main purpose in doing this is to give the user, at whatever echelon, all the files descriptors that are needed at that level, but only those needed at that level. We want the testing to tell us whether

or not --

- Our test regulation is complete and accurate, in that it does or does not contain all the file descriptions necessary for the target audience. (\*)
- The installation headquarters being tested finds this "echelon" type of directive more usable than TAFFS, about the same as TAFFS, or less usable than TAFFS.

d. It is not our intent, in MARKS, to require the creation of any records that are not already being created and maintained to document the Army's transaction of public business. However, it may be that, with a system that ties record-keeping to the prescribing directive, the field will perceive it as an additional record-keeping requirement. For instance, testing may reveal that several categories of records which (under TAFFS) had been grouped together under the catch-all term of "administrative files" will now have to be broken out and identified according to their specific prescribing directives. We will want to know --

- Whether the new system will result in a measurable quantitative increase in the records being created and/or maintained.
- Regardless of whether or not an increase in volume results from MARKS, do users perceive it -- for this reason -- as creating an additional workload?

e. At some point during the test period, the Annual Army Privacy Program Report will come due. One of the features of MARKS is that it ties the file description to the systems notice under The Privacy Act of 1974. We will want to know whether or not tested elements find it easier to prepare the annual report because of the inclusion of Privacy Act pointers in the filing directive.

f. Another MARKS feature is the "general correspondence" category within each subject area (see prototype regulation previously furnished to you). We will want to know whether or not tested elements find this to be an improvement over TAFFS in identifying and retrieving "hard-to-file" documents which are not pinpointed in the specific MARKS files descriptions.

g. MARKS will allow users to put the file number on a record at the time it is created (see para 7-4 of the prototype regulation), rather than -- under TAFFS -- requiring that it not be assigned until such time as the record is filed. We will want to know whether this permissive procedural change makes identification and filing easier than it was under TAFFS, more difficult, or about the same.

---

(\*) These situations apply only to testing at the installation headquarters level; TOE units, under TAFFS, are already using a regulation specifically tailored for that echelon.

2. In MARKS, all file titles will be expressed in two ways. The first will be the long title, shown essentially as it appeared in TAFSS for a given record series; following that, it will be expressed as a "Standard Data Element," or "SDE," which is a part of the Army's standardization program under AR 18-12. Each "SDE" file title will have a maximum of 24 characters (including hyphens, which separate the abbreviations), and will remain eye-readable, or mnemonic. This dual-titling of our record series is a first step toward facilitating the eventual "automatability" of the Army's record-keeping processes. Typically, these two titles will appear in MARKS as in this example:

<u>Number</u>	<u>Title</u>	
638-1a	Personal Effects Case Files	(long title)
	SDE: PER-EFFECT-CASE	(SDE title)

Having taken this initial step toward automatability of the Army's records, we would like to include -- at the installation headquarters testing level -- a test of automated indexing of the records of the headquarters. This portion of the test would be for the purposes of determining --

- Whether automated indexing is perceived at the manager/action officer level as being a useful management tool.
- Whether automated indexing is helpful to the installation records manager in identifying and controlling the disposition of headquarters records, including the scheduling of their flow into the records holding area.
- Whether the Standard Data Element titles can be used for the purpose of conducting on-line keyword searches.
- Just what elements should be identified and made available for searching in order to best serve the user.

3. Point of contact is John Vos, DAAG-AMR-P, AUTOVON 221-6044.

ATCT-PO-P (30 Jul 1982) 1st Ind  
SUBJECT: Evaluation of the Modern Army Record-Keeping System (MARKS)

Headquarters TRADOC Combined Arms Test Activity, Fort Hood, Texas 76544 . 8 SEP 1982

TO: Cdr, US Army Training & Doctrine Command, ATTN: ATTE-R, Fort Monroe,  
Virginia 23651

1. Reference the telephone conversation between LTC Jones, ATTE-R and MAJ Phillis, this office on 25 Aug 82.
2. The purpose of this letter is to confirm the referenced telephone conversation.
3. The evaluation of MARKS does not qualify, in the true sense, as a test. The nature of the concept would seem to be a candidate for a structured subjective evaluation or, in other words, a controlled study.
4. In addition, the proposed scope for the evaluation, i.e., converting battalion level organizations only to MARKS, may cause undue difficulty and confusion at that level. It could very possibly initiate the real or imagined need for maintaining two separate filing systems; MARKS for the evaluation and the old TAFS for the real day to day work. Perhaps a better and less difficult approach would be to convert an entire organization or installation to MARKS. Perhaps a small installation could be converted to MARKS for a prescribed period of time. Functional experts provided by the proponent could periodically visit the installation to evaluate the system and provide assistance as required.
5. POC is MAJ Phillis, 737-9100.

FOR THE COMMANDER:

w/d incl

*Kelly M. Fitzpatrick*  
KELLY M. FITZPATRICK  
1LT, AGC  
Assistant Adjutant

DEPARTMENT OF THE ARMY  
HEADQUARTERS, THE ARMY TEST AND EVALUATION CENTER

30 JUL 1982

07 OCT 1982  
RECEIVED!  
DONALD G. VOSS  
AMR-PJ  
ALEXANDRIA, VA 22331

SUBJECT: New Record-keeping Concept for :

Commander  
TRADOC Combined Arms  
Test Activity  
ATTN: ATCT-PO (MAJ Phillis)  
Ft Hood, TX 76544

	ADITION	INFO
DES		
INT		
ACM		
CATD		
TSTD		
HHC		
SSO		
DARCOM		

1. References:

- a. DA-AG ltr, 21 Jul 82, SAB.
- b. FONECON between LTC Jones, ATTE-R and MAJ Phillis, TCATA, 29 Jul 82, SAB.

2. TCATA is requested to conduct a customer test for HQ DA-AG in the evaluation of a New Record-Keeping Concept. The issues, criteria and measures of effectiveness are at incl 1.

3. Since FORSCOM troops will be required to support the evaluation, an OTP must be submitted for review and approval by the TSARC.

4. Request TCATA provide comments and report of resources required to support the evaluation to this HQ, ATTN: ATTE-R as soon as possible.

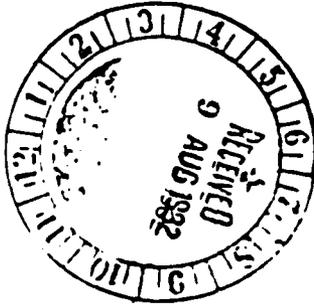
5. Direct coordination with HQDA-AG POC is authorized for coordination of test requirements.

*Donald G. Reich*

DONALD G. REICH  
Assistant Deputy Chief of Staff  
for Test and Evaluation

1 Incl  
as

CF  
HQDA (DAAG-AMR-P/Mr. Vos)



DAAG-AMR-P  
26 November 1982

SUBJECT: Trip Report (TRADOC Visit, 24 November 1982)

TO: DAAG-AM

1. Bert Haggett and John Vos, DAAG-AMR-P, visited HQ, USA TRADOC on Wednesday, 24 November 1982, for the purpose of discussing the controlled study of MARKS with officials at that headquarters.

2. We met first with LTC George Jones, DCSTE, at 1100 hours. We explained to him that we have decided that a controlled study would be acceptable, provided that we could get the support and assistance needed from TRADOC and FORSCOM to carry it off.

3. LTC Jones advised that since we opt to go with the controlled study, it is out of DCSTE's bailiwick and into the Combat Development Directorate's area. He therefore referred us to ...

4. Study Management Branch of Combat Developments Directorate. The Branch Chief, with whom we spoke only briefly and in passing, is a MAJ Ross. Our substantive discussions (@ 45 minutes) were with Mr. Walter Banks and Mr. Bill Karnes of SMB. They were generally receptive to what we want to do; they were concerned, however, that our controlled study would involve the allocation of resources (PMY's, or "professional man-years", and hard dollars). I assured them that --

a. The only "hard dollar" expenses would be borne by TAGO.

b. The only personnel resources outside of TAGO that would be involved in the study would be those of the installation records manager, who would have a hand in overseeing the study during the time that it is actually going on.

c. The TRADOC/FORSCOM employees and troops that would be using MARKS during the study would not be devoting any more time (and, hopefully, less time) than they already are under TAFFS.

d. The training time that is involved to teach any group of people the differences between MARKS and TAFFS, and how to apply MARKS, would be about eight hours.

5. SMB opined that what we want to do falls within the purview of AR 5-5, Army Study and Analysis Program, the proponenty for which rests in HQDA (DACS-DMO). The Study Program is headed by a Dr. Dunn, assisted by a Ms. Jo Anne Langston. Additionally there is a Study Planning Coordination Committee (SPCC) at HQDA, on which TAGO has a member; however, Walt Banks says that the SPCC exists "...more on paper than in reality."

6. Bottom line is that we should submit a statement of work through the SPCC to DACS-DMO, who will then task TRADOC (SME) with carrying out the TRADOC/FORSCOM part, which is to identify and task a TOE unit and an installation headquarters to participate in the study. Mr. Banks stated that since no hard resources on the part of TRADOC/FORS-

Encl # 5 to Chapter 3

COM are envisioned, it shouldn't be much of a problem getting through this part of the bureaucracy.

7. In summing up, SMB recommended that we --

a. Sell the concept to COL Brown, TRADOC AG, and enlist his support since he is responsible for the administrative management aspects of what TRADOC does and, as the functional manager, SMB will eventually have to coordinate our effort with the TRADOC AG.

b. Prepare a statement of work IAW AR 5-5.

c. Get it through the SPCC to DACS-DMO.

8. Following the meeting with SMB, we met with COL Brown, TRADOC AG, from 1300 to 1345. Also present were LTC Shires, Director of Administrative Services, and Ms. Ann Thompson, TRADOC Records Administrator. We briefly brought them up to speed on MARKS and then reviewed our meetings with DCSTE and SMB. COL Brown is of the opinion that it might be better to ignore the formal "study management" approach because of the massive documentation and bureaucracy involved (and the concomitant time lags), and handle it instead exclusively through AG channels (i.e., his office). We then discussed -- apart from which channel is used -- a possible location for the study. COL Brown leans toward Fort Sill, OK as an ideal site. I expressed our desires for a site east of the Mississippi and outside the NCR. By the way, everyone that we talked to on 24 Nov 82 agreed that, for visibility and credibility, a TOE unit from the combat arms is the most desirable.

10. While we appreciate his offer of the AG channel -- and indeed, may eventually use it -- there are dangers in going exclusively with that route to the total exclusion of the Army Studies and Analysis Program (AR 5-5). I can envision protracted negotiations in the AG channel to get access to a unit and installation, only to have those responsible for the Army Studies Program interject themselves and tell us we can't do it informally without going through them and their procedures.

11. I therefore propose to make an initial (verbal) contact on Monday, 29 Nov 82, with Dr. Dunn's shop, DACS-DMO, to --

a. Tell them about what we are working on and what we want to do by way of studying it.

b. Inform them that the resources involved are minimal.

c. Solicit their ideas on this subject, and an informal estimate of how long it would take from the time of our submission to DACS-DMO to the time TRADOC has the tasking in hand.

12. We returned to Davison AAF at 1720 hours, 24 Nov 82.

John G. Vos  
MARKS Project Officer



DEPARTMENT OF THE ARMY  
OFFICE OF THE ADJUTANT GENERAL  
WASHINGTON, D.C. 20310

2 DEC 1982

REPLY TO  
ATTENTION OF

DAAG-AMR-P

SUBJECT: Study of the Modern Army Record-keeping System (MARKS)

Commander  
US Army Training and Doctrine Command  
Fort Monroe, VA 23651

1. The Adjutant General's Office is designing The Modern Army Record-keeping System (MARKS) as a replacement for The Army Functional Files System (TAFFS). MARKS will simplify maintenance of records in the Army by tying them to the Army Regulation that prescribes their creation and use; will standardize the numbering of files, DA Forms, and intra-Army requirements control under a single scheme; and will pave the way for future automation of the record-keeping process. Because it will affect every element, organization, and office in the Army, implementation must be preceded by a study to insure that it will function as it is designed, and meet all requirements of the user and the records management program.
2. In April 1982, HQDA requested TRADOC assistance in supporting a test or study of MARKS (document package at Incl 1). Having decided that a controlled study would be the best way to evaluate MARKS, we were referred by your Combat Developments Directorate to the Studies Program Management Office (DACS-DMO) of the Office, Chief of Staff, Army for clearance under AR 5-5, Army Study and Analysis Program. We have now been advised that our requirements are below the threshold for formal studies under that program, and that we may proceed without further reference to AR 5-5 requirements (see Incl 2).
3. The basic requirement is for participation of one battalion and an installation headquarters during the period 1 July 1983 - 31 December 1984. All preparation for and conduct of the study will be done by members of my office. These requirements were discussed informally with your Combat Developments Directorate (see Incl 3).
4. Detailed information on this requirement is at Inclosure 4. Please advise not later than 4 February 1983 of the organizational elements selected for the study, their location, and the points of contact at the study site. TAGO point of contact is Mr. John Vos, HQDA (DAAG-AMR-P), AUTOVON 221-6044. Mr. Vos is

DAAG-AMR-P

2 DEC 1982

SUBJECT: Study of the Modern Army Record-keeping System (MARKS)

available for consultation at HQ, TRADOC on this subject at any time if you so desire.

4 Incls  
as

*Signed*  
DONALD J. DELANDRO  
Brigadier General, USA  
Acting The Adjutant General



DEPARTMENT OF THE ARMY  
OFFICE OF THE ADJUTANT GENERAL  
WASHINGTON, D.C. 20310

REPLY TO  
ATTENTION OF

31 JAN 1983

DAAG-AMR-P

SUBJECT: Pilot Study of the Modern Army Record-keeping System  
(MARKS)

Commander  
U. S. Army Forces Command  
ATTN: AFAG-AS  
Fort McPherson, GA 30330

1. Request you designate one TOE battalion for participation in a pilot study of MARKS during the period 1 July 1983 - 30 June 1984. Commander, USA TRADOC has tentatively designated Headquarters, Fort Knox, KY for the pilot study at the installation headquarters level; the designation of a TOE battalion at Fort Knox would make the management of both studies easier.
2. The details of MARKS will be briefed to USA FORSCOM AG and ODCSOPS personnel on 8 February 1983.
3. An information packet on MARKS is attached for your information (Incl 1). At Incl 2 is a summary of the responsibilities of TAGO, USA TRADOC, and USA FORSCOM, respectively, in the pilot study. The use of MARKS in the battalion will not detract from unit training, readiness or mission accomplishment in any way. Administrative personnel of the battalion who have been using The Army Functional Files System (TAFPS) will use the simplified procedures of MARKS in its place.
4. Request reply not later than 28 February 1983. Point of contact is John Vos, HQDA (DAAG-AMR-P), AUTOVON 221-6044.

GENDIS

2 Incls  
as

DONALD J. DELANDRO  
Brigadier General, USA  
Acting The Adjutant General

Encl # 7 to Chapter 3

RESPECTIVE RESPONSIBILITIES

FOR

PILOT STUDY OF MARKS AT TOE UNIT LEVEL

SECTION I: The Adjutant General's Office (TAGO) will --

Orient key personnel: An initial briefing to explain the general scope of the pilot and the extent of the unit's involvement in it. This would probably involve the Battalion Commander, XO, S-1, Adjutant, the installation Records Manager, and any others whose attendance is desired or desirable.

Prepare Plan of Instruction (POI): A lesson outline for a block of instruction on what MARKS is, how it differs from TAFFS, how it will be used, its distinctive features, etc., including practical exercises. This lesson outline will be tested within TAGO prior to its use with battalion personnel.

Conduct training: The TAGO representative (MARKS Project Officer) will conduct the necessary training for battalion administrative personnel. The training will not exceed six (6) hours of classroom instruction, including practical exercise. It can be conducted in either one, two, or three stages, depending on how many personnel can attend at any one session.

Furnish all materials: TAGO will bring to the pilot site and furnish to the participants all the materials to be involved in the pilot study, including the pilot regulation (AR 340-XX/Test), handouts, filing and finding aids, information sheets on how particular situations are to be handled, reference documents giving names and telephone numbers to call if difficulties are encountered or if questions arise, etc. File supplies would be furnished as they presently are (there will be no unique or unusual file supply requirements during the pilot study).

Conduct the study, guide, and assist: The MARKS Project Team will make at least two on-site visits during the course of the year to provide guidance and assistance where needed. The pilot will essentially consist of the battalion administrative personnel using the MARKS concept in place of the current TAFFS manner of identifying and disposing of recorded information. In addition to the (at least) two on-site visits by TAGO representatives, participants will have access during the course of the pilot to (a) the installation Records Manager, and (b) by AUTOVON, the MARKS Project Team for any assistance they may require or desire.

Post-pilot evaluation: At the conclusion of the year, the MARKS Project Team would again visit the site and, through interviews and/or questionnaires, obtain participants' perceptions of MARKS vis-a-vis TAFFS. The specific areas to be covered in this post-pilot phase have been outlined in a document entitled "Issues, Criteria, and Measures of Effectiveness" which is

attached hereto.

Debrief key personnel: At the conclusion of the post-pilot data collection, the MARKS Project Officer will debrief key interested personnel (see the first item above) with an assessment of the results.

Section II: Commander, US Army Training and Doctrine Command (TRADOC) will --

Make available an installation headquarters for participation in that phase of the pilot study. (Commander, USA TRADOC has tentatively designated Fort Knox, KY for this purpose.)

Assure cooperation in the pilot by making Commander, Fort Knox aware, through command channels, of the purpose, scope, and importance of the pilot.

Make available the Fort Knox Records Manager, on a limited basis, for on-site assistance to pilot participants during such times as the MARKS Project Team is not on-site. This would consist of answering participants' questions or interfacing, by AUTOVON, with the MARKS Project Team where necessary.

Make available, through Commander, Fort Knox, minimal administrative support for the MARKS Project Team during such times as they are on-site, consisting of desk space and access to telephones, hotel/motel reservations for on-site visits, etc.

Section III: Commander, U. S. Army Forces Command (FORSCOM) will --

Designate a TOE battalion, preferably at Fort Knox, KY, for use in this pilot study for the period 1 July 1983 - 30 June 1984.

Assure cooperation on the part of the TOE battalion and its immediate higher headquarters by making the respective commanders aware, through command channels, of the nature, scope, and importance of this pilot study.

1 Incl:  
Issues, Criteria, and  
Measures of Effectiveness

ISSUES, CRITERIA, AND MEASURES OF EFFECTIVENESS  
FOR PILOT STUDY OF THE  
MODERN ARMY RECORD-KEEPING SYSTEM (MARKS)

Section I: General Objectives

- A. To determine whether or not the Modern Army Record-keeping System (MARKS) will work better than The Army Functional File System (TAFFS).
- B. To determine if the classification scheme of MARKS can be readily understood by users.
- C. To determine the degree of user satisfaction or dissatisfaction with MARKS, and the reasons therefor.

Section II: Specific Objectives

1. To determine the benefits and advantages, or lack thereof, of the following distinctive features of MARKS vis-a-vis TAFFS, as they relate to the filing and retrievability of information:

a. MARKS will use a subjective format rather than the functional format of TAFFS. One of the principal objections to TAFFS has been that its functional nature is confusing; before a document can be given a file number, it must be related mentally not to its subject but rather to the assigned mission and functions of the office maintaining it (be that the originator or the recipient). This same mental process must be repeated each time the document is to be retrieved. As MARKS will focus on the subject matter of the document only, will users find it --

- Easier to file and retrieve documents?
- About as easy as under TAFFS?
- More difficult than under TAFFS?

b. MARKS will use the basic Army Regulation number as the file number. For retrieval purposes, will the mental association between AR number and file number make it easier than, about the same as, or more difficult than under TAFFS?

c. Another distinctive MARKS feature will be that the record-keeping directives will be targeted to specific organizational echelons of the Army (installation headquarters, service schools, MACOM headquarters, TOE units, etc.), rather than to major functional areas (R&D, Transportation, Medical, etc.). Our main purpose in doing this is to give the user, at whatever echelon, all the descriptions that are needed at that level, but only those needed at that level. We want the pilot studies to tell us whether or not --

*Serial 1 to Serial 2*

- Our test regulation is complete and accurate, in that it does or does not contain all the file descriptions necessary for the target audience<sup>(\*)</sup>.
- The installation headquarters in this pilot finds the "echelon" type of directive more usable than TAFFS, about the same as TAFFS, or less usable than TAFFS.

d. It is not our intent, in MARKS, to require the creation of any records that are not already being created and maintained to document the Army's transaction of public business. However, it may be that, with a system that ties record-keeping to the prescribing directive, the field will perceive it as an additional record-keeping requirement. For instance, the pilot may reveal that several categories of records which, under TAFFS, had been grouped together under the catch-all term "administrative files" will now be broken out and identified according to their specific prescribing directives. We will want to know --

- Whether the new system will result in a measurable increase in the records being created and/or maintained.
- Regardless of whether or not an increase results from MARKS, do users perceive it -- for this reason -- as creating an additional workload?

e. At some point during the pilot study, the Annual Army Privacy Program Report will come due. One of the features of MARKS is that it ties the file description to the systems notice under The Privacy Act of 1974. We will want to know whether or not the participants in the pilot study find it easier to prepare the annual report because of the inclusion of Privacy Act pointers in their filing directive.

f. Another MARKS feature is the "general correspondence" category within each major subjective area (see prototype regulation, AR 340-XX). We will want to know whether or not the participants find this to be an improvement over TAFFS in identifying and retrieving "hard-to-file" documents which are not pinpointed in the specific MARKS files descriptions.

g. MARKS will allow users to put the file number on a record at the time it is created (see para 7-4 of AR 340-XX) rather than -- under TAFFS -- requiring that it not be assigned until such time as the record is filed. We will want to know whether this permissive procedural change makes identification and filing easier than it was under TAFFS, more difficult, or about the same.

<sup>(\*)</sup> These situations apply only to the pilot at the installation headquarters level; TOE units, under TAFFS, are already using a regulation specifically tailored for that echelon.

RESPECTIVE RESPONSIBILITIES

FOR

PILOT STUDY OF MARKS AT TOE UNIT LEVEL

SECTION I: The Adjutant General's Office (TAGO) will --

Orient key personnel: An initial briefing to explain the general scope of the pilot and the extent of the unit's involvement in it. This would probably involve the Battalion Commander, XO, S-1, Adjutant, the installation Records Manager, and any others whose attendance is desired or desirable.

Prepare Plan of Instruction (POI): A lesson outline for a block of instruction on what MARKS is, how it differs from TAFFS, how it will be used, its distinctive features, etc., including practical exercises. This lesson outline will be tested within TAGO prior to its use with battalion personnel.

Conduct training: The TAGO representative (MARKS Project Officer) will conduct the necessary training for battalion administrative personnel. The training will not exceed six (6) hours of classroom instruction, including practical exercise. It can be conducted in either one, two, or three stages, depending on how many personnel can attend at any one session.

Furnish all materials: TAGO will bring to the pilot site and furnish to the participants all the materials to be involved in the pilot study, including the pilot regulation (AR 340-XX/Test), handouts, filing and finding aids, information sheets on how particular situations are to be handled, reference documents giving names and telephone numbers to call if difficulties are encountered or if questions arise, etc. File supplies would be furnished as they presently are (there will be no unique or unusual file supply requirements during the pilot study).

Conduct the study, guide, and assist: The MARKS Project Team will make at least two on-site visits during the course of the year to provide guidance and assistance where needed. The pilot will essentially consist of the battalion administrative personnel using the MARKS concept in place of the current TAFFS manner of identifying and disposing of recorded information. In addition to the (at least) two on-site visits by TAGO representatives, participants will have access during the course of the pilot to (a) the installation Records Manager, and (b) by AUTOVON, the MARKS Project Team for any assistance they may require or desire.

Post-pilot evaluation: At the conclusion of the year, the MARKS Project Team would again visit the site and, through interviews and/or questionnaires, obtain participants' perceptions of MARKS vis-a-vis TAFFS. The specific areas to be covered in this post-pilot phase have been outlined in a document entitled "Issues, Criteria, and Measures of Effectiveness" which is

attached hereto.

Debrief key personnel: At the conclusion of the post-pilot data collection, the MARKS Project Officer will debrief key interested personnel (see the first item above) with an assessment of the results.

Section II: Commander, US Army Training and Doctrine Command (TRADOC) will --

Make available an installation headquarters for participation in that phase of the pilot study. (Commander, USA TRADOC has tentatively designated Fort Knox, KY for this purpose.)

Assure cooperation in the pilot by making Commander, Fort Knox aware, through command channels, of the purpose, scope, and importance of the pilot.

Make available the Fort Knox Records Manager, on a limited basis, for on-site assistance to pilot participants during such times as the MARKS Project Team is not on-site. This would consist of answering participants' questions or interfacing, by AUTOVON, with the MARKS Project Team where necessary.

Make available, through Commander, Fort Knox, minimal administrative support for the MARKS Project Team during such times as they are on-site, consisting of desk space and access to telephones, hotel/motel reservations for on-site visits, etc.

Section III: Commander, U. S. Army Forces Command (FORSCOM) will --

Designate a TOE battalion, preferably at Fort Knox, KY, for use in this pilot study for the period 1 July 1983 - 30 June 1984.

Assure cooperation on the part of the TGE battalion and its immediate higher headquarters by making the respective commanders aware, through command channels, of the nature, scope, and importance of this pilot study.

1 Incl:  
Issues, Criteria, and  
Measures of Effectiveness

ISSUES, CRITERIA, AND MEASURES OF EFFECTIVENESS

FOR PILOT STUDY OF THE

MODERN ARMY RECORD-KEEPING SYSTEM (MARKS)

Section I: General Objectives

A. To determine whether or not the Modern Army Record-keeping System (MARKS) will work better than The Army Functional File System (TAFFS).

B. To determine if the classification scheme of MARKS can be readily understood by users.

C. To determine the degree of user satisfaction or dissatisfaction with MARKS, and the reasons therefor.

Section II: Specific Objectives

1. To determine the benefits and advantages, or lack thereof, of the following distinctive features of MARKS vis-a-vis TAFFS, as they relate to the filing and retrievability of information:

a. MARKS will use a subjective format rather than the functional format of TAFFS. One of the principal objections to TAFFS has been that its functional nature is confusing; before a document can be given a file number, it must be related mentally not to its subject but rather to the assigned mission and functions of the office maintaining it (be that the originator or the recipient). This same mental process must be repeated each time the document is to be retrieved. As MARKS will focus on the subject matter of the document only, will users find it --

- Easier to file and retrieve documents?
- About as easy as under TAFFS?
- More difficult than under TAFFS?

b. MARKS will use the basic Army Regulation number as the file number. For retrieval purposes, will the mental association between AR number and file number make it easier than, about the same as, or more difficult than under TAFFS?

c. Another distinctive MARKS feature will be that the record-keeping directives will be targeted to specific organizational echelons of the Army (installation headquarters, service schools, MACOM headquarters, TOE units, etc.), rather than to major functional areas (R&D, Transportation, Medical, etc.). Our main purpose in doing this is to give the user, at whatever echelon, all the descriptions that are needed at that level, but only those needed at that level. We want the pilot studies to tell us whether or not --

- Our test regulation is complete and accurate, in that it does or does not contain all the file descriptions necessary for the target audience<sup>(\*)</sup>.
- The installation headquarters in this pilot finds the "echelon" type of directive more usable than TAFFS, about the same as TAFFS, or less usable than TAFFS.

d. It is not our intent, in MARKS, to require the creation of any records that are not already being created and maintained to document the Army's transaction of public business. However, it may be that, with a system that ties record-keeping to the prescribing directive, the field will perceive it as an additional record-keeping requirement. For instance, the pilot may reveal that several categories of records which, under TAFFS, had been grouped together under the catch-all term "administrative files" will now be broken out and identified according to their specific prescribing directives. We will want to know --

- Whether the new system will result in a measurable increase in the records being created and/or maintained.
- Regardless of whether or not an increase results from MARKS, do users perceive it -- for this reason -- as creating an additional workload?

e. At some point during the pilot study, the Annual Army Privacy Program Report will come due. One of the features of MARKS is that it ties the file description to the systems notice under The Privacy Act of 1974. We will want to know whether or not the participants in the pilot study find it easier to prepare the annual report because of the inclusion of Privacy Act pointers in their filing directive.

f. Another MARKS feature is the "general correspondence" category within each major subjective area (see prototype regulation, AR 340-XX). We will want to know whether or not the participants find this to be an improvement over TAFFS in identifying and retrieving "hard-to-file" documents which are not pinpointed in the specific MARKS files descriptions.

g. MARKS will allow users to put the file number on a record at the time it is created (see para 7-4 of AR 340-XX) rather than -- under TAFFS -- requiring that it not be assigned until such time as the record is filed. We will want to know whether this permissive procedural change makes identification and filing easier than it was under TAFFS, more difficult, or about the same.

---

(\*) These situations apply only to the pilot at the installation headquarters level; TOE units, under TAFFS, are already using a regulation specifically tailored for that echelon.

AFAG-ASR (31 Jan 83) 1st Ind  
SUBJECT: Pilot Study of the Modern Army Records-keeping System

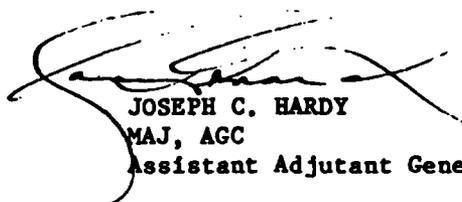
HQ FORSCOM, Fort McPherson, GA 30330 8 APR 1983

TO: HQDA (DAAG-AMR-P), Alexandria, VA 22331

1. The 5th Battalion, 73d Armored Regiment, Fort Knox, is designated to participate in the pilot study of MARKS (see Inclosure 3).
2. The brigade POC for this study is SFC Lane (AUTOVON: 464-4219).

FOR THE COMMANDER:

- 2 Incl
- wd incl 1
- Added 1 incl
3. MSG 311030Z MAR 83  
FT KNOX

  
JOSEPH C. HARDY  
MAJ, AGC  
Assistant Adjutant General

DRAFT FINAL REPORT

Pilot study of Modern Army Record-keeping System (MARKS) at  
5th Bn, 73rd Armored Regiment, 194th Brigade, Fort Knox, KY, Jul 83 - Jun 84

-----

Chapter 4

Preparation of Materials Prior to Inception of Pilot

1. In order to conduct orientation and training at 5th Battalion, 73rd Armored Regiment in mid-1983, the following materials were developed, printed, and used:

- a. Lesson Plan, prepared in accordance with FM 21-6 (copy at Encl # 1).
- b. AR 340-XX (Test), Pilot of the Modern Army Record-keeping System (MARKS) at 5th Bn, 73rd Armored Regiment, 194th Armored Brigade (copy at Encl # 2).
- c. Handout # 1, Identifying Records of the 5th Battalion, 73rd Armor Under MARKS (copy at Encl # 3).
- d. Handout # 2, Identifying General Correspondence of the 5th Battalion, 73rd Armor Under MARKS (copy at Encl # 4).
- e. Practical Exercise in Identifying Records of the 5th Battalion, 73rd Armor Under MARKS (copy at Encl # 5).

2. In addition to the above, the MARKS team secured and studied copies of 5/73 Armor's Lists of Selected File Numbers (LSFN's) which already existed under TAFSS (copy at Encl # 6). Based on these lists, new LSFN's were prepared under MARKS for each files station within the battalion to ensure correct initial identification of records under MARKS (copy at Encl # 7).

LESSON PLAN

(Reference: appendix G, FM 21-6, "How to Prepare and Conduct Military Training," November 1975 (current)).

\*\*\*\*\*

1. The Commander's Training Objectives: To orient administrative and other record-keeping personnel of 5th Battalion, 73rd Armored Regiment in the Modern Army Record-keeping System (MARKS) in sufficient degree that they can use it effectively for a period of one year in place of The Army Functional Files System (TAFFS).

2. Intermediate Training Objectives, listed in the sequence to be taught:

None.

3. Administrative Instructions:

a. When: 20-30 June 1983.

b. Where: 5/73 Armor, Fort Knox, Kentucky.

c. Who: Administrative, staff, supply, training, and maintenance personnel of 5/73 Armor.

d. Principal and assistant trainers: MARKS Team, TAGO --

(1) Principal: John G. Vos, GS-12, HQDA (DAAG-AMR-P).

(2) Assistant: Bert K. Haggett, GS-5, HQDA (DAAG-AMR-P).

e. Training aids, devices, and equipment to be used:

(1) AR 340-2, TAFFS for TOE and Certain Other Units of the Army, including C-1 and C-2.

(2) AR 340-XX (Test), MARKS for TOE Units.

(3) Information Package on MARKS.

(4) Handouts (#1 and #2).

(5) Practical Exercise #1.

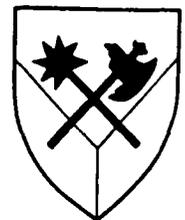
(6) Pre-pilot questionnaire.

(7) File folders, labels, tablets, pencils, SF-135 (Records Transmittal and Receipt), and other expendable supplies as required.

4. Training sequence and time estimate: 240 minutes (4 hours). See detailed lesson plan (Section D, Sequence of Activity and Estimated Time).

5. Safety restrictions: None.

6. Additional information required by local SOPs: None.



## LESSON PLAN

### A. TRAINING OBJECTIVES

#### Training Objective # 1

TASK: Each individual within 5/73 Armor who is responsible for maintaining records is to understand the basic principles for maintaining and disposing of records under the Modern Army Record-keeping System (MARKS).

CONDITIONS: Given a record-keeping environment within the battalion and copies of AR 340-2 and AR 340-XX (Test).

TRAINING STANDARD: The application of MARKS must include the following: (1) the soldier must be able to identify recorded information subjectively and identify it within the structure of MARKS as contained in AR 340-XX (Test); (2) the soldier must be able to apply the disposition standards in MARKS to specific records in his possession; (3) the soldier must be able to cut off records and dispose of them in an approved manner at the proper time.

#### Training Objective # 2

TASK: Each soldier undergoing training is to apply that which was learned under Training Objective # 1 in a practical exercise (PE # 1).

CONDITIONS: Given a hypothetical situation for which "dummy" records will be furnished, to be identified and filed in accordance with MARKS.

TRAINING STANDARD: Based on the situation presented, the soldier is to classify records correctly, in accordance with the subjective scheme in AR 340-XX (Test), to include --

- a. Proper file number.
- b. Proper label entries.
- c. Correct use of "general correspondence" classification for those records for which no specific MARKS number exists.

B. INTERMEDIATE TRAINING OBJECTIVES: None.

C. ADMINISTRATIVE INSTRUCTIONS:

1. When training will be given: 20-30 June 1983.
2. Training location: 5/73 Armor area, Fort Knox, KY. Designation of classroom space and exact time for each increment of training to be determined and scheduled by SFC Lane, point of contact, HQ, 194th Armored Brigade.
3. Who will be trained: Administrative, staff, supply, training, and maintenance personnel of 5/73 Armor.

4. Principal and Assistant Trainers: John Vos and Bert Haggett, HQDA (DAAG-AMR-P).

5. Training Aids: AR 340-2; AR 340-XX (Test); Information Package; Handouts; Practical Exercise.

6. References:

- a. AR 340-2.
- b. AR 340-XX (Test).
- c. AR 340-1.
- d. FM 21-6.

D. SEQUENCE OF ACTIVITY AND ESTIMATED TIME:

Begins on next page.

D. SEQUENCE OF ACTIVITY AND ESTIMATED TIME

<u>AREA TO BE COVERED</u>	<u>Time Allowed (min.)</u>	<u>A.M. Schedule</u>	<u>P.M. Schedule</u>
1. Introduction	20	0800-0820	1200-1220
<ul style="list-style-type: none"> <li>• Purpose of the pilot</li> <li>• Why we keep records</li> <li>• History of TAFFS</li> <li>• User dissatisfactions</li> <li>• The CALCULON study</li> <li>• Design of MARKS</li> <li>• Questions</li> </ul>			
2. Administrative Details	10	0820-0830	1220-1230
<ul style="list-style-type: none"> <li>• Name, grade, unit, job title, MOS of each attendee</li> </ul>			
3. Review of what is already known	20	0830-0850	1230-1250
<ul style="list-style-type: none"> <li>• Overview of TAFFS (AR 340-2)</li> <li>• Familiarity with TAFFS in general (discuss)</li> <li>• Principles of TAFFS</li> <li>• Segregation of housekeeping from mission records</li> <li>• Cycle of creating, maintaining, using, disposing of records under TAFFS</li> </ul>			
4. Pre-pilot questionnaire	20	0850-0910	1250-1300
5. Break	20	0910-0930	1310-1330

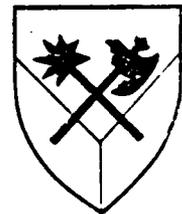
<u>AREA TO BE COVERED</u>	<u>Time Allowed (min.)</u>	<u>A.M. Schedule</u>	<u>P.M. Schedule</u>
6. Differences between TAFFS and MARKS	35	0930-1005	1330-1405
<ul style="list-style-type: none"> <li>● Using prescribing directive as file number</li> <li>● Handout # 1</li> <li>● Finding the correct subject area</li> <li>● Filing and retrieving records</li> <li>● Use of "General Correspondence" file number</li> <li>● Handout # 2</li> <li>● Unidentified or unprescribed records</li> </ul>			
7. Practical Exercise # 1	20	1005-1025	1405-1425
8. The Privacy Act of 1974	10	1025-1035	1425-1435
<ul style="list-style-type: none"> <li>● Privacy Act records identified</li> <li>● Awareness of PVA requirements</li> <li>● Illustrations of PVA applicability</li> </ul>			
9. Unidentified or Unprescribed Records	10	1035-1045	1435-1445
<ul style="list-style-type: none"> <li>● How to handle</li> <li>● Report problem to Howard Smith, Fort Knox RMO</li> </ul>			
10. Break	15	1045-1100	1445-1500
11. Review of course to this point	20	1100-1120	1500-1520
12. Questions and answers	20	1120-1140	1520-1540

<u>AREA TO BE COVERED</u>	<u>Time Allowed (min.)</u>	<u>A.M. Schedule</u>	<u>P.M. Schedule</u>
13. Discussion of further assistance that will be rendered	20	1140-1200	1540-1600
<ul style="list-style-type: none"> <li>● Availability of Mr. Smith and MARKS Team via telephone (local and AUTOVON) to answer questions, render assistance</li> <li>● MARKS Team to visit each files station during 27-30 June to assist in setting up files for pilot, labelling, lists of file numbers, general conversion from TAFPS to MARKS</li> <li>● One visit per quarter during the pilot by MARKS Team for on-site advice and assistance</li> <li>● Post-pilot questionnaire, to be compared with pre-pilot questionnaire</li> <li>● Those separating or transferring during the pilot to be debriefed by AUTOVON by MARKS Team</li> </ul>			

End



AR 340-XX (Test)  
Headquarters,  
Department of the Army  
Washington, DC, 15 June 1983



PILOT  
of the  
Modern Army Record-keeping System  
(MARKS)  
at  
5th Bn, 73rd Armored Regiment  
194th Armored Brigade

Fort Knox, Kentucky  
July 1983 - June 1984

C-1, dtd 15 Jul 83, posted  
C-2, dtd 20 Jul 83, posted

JOHN G. VOS  
HQDA (DAAG, MAR-PI)  
ALEXANDRIA, VA 22302



12 050 100

Office of The Adjutant General

POSTED:

12 DEC 1983

AR 340-XX (Test)  
C-2

*John G. Vos*  
JOHN G. VOS

Change )

No. 2 )

HEADQUARTERS  
DEPARTMENT OF THE ARMY  
Washington, DC, 20 July 1983

Office Management

MODERN ARMY RECORD-KEEPING SYSTEM (MARKS)  
FOR TOE AND CERTAIN OTHER UNITS OF THE ARMY

Effective 20 July 1983

This change adds a new description and disposition for weight control records.

This change does not affect or implement the New Manning System.

AR 340-XX (Test), 15 June 1983, is changed as follows:

1. New material is indicated by a star.
2. Remove old pages and insert new pages as follows:

Remove pages

Insert pages

- |                       |               |
|-----------------------|---------------|
| ✓ A-59 and A-60 ..... | A-59 and A-60 |
| ✓ A-63 and A-64 ..... | A-63 and A-64 |

- ✓ 3. File this transmittal page in front of the publication.

The proponent agency of this test regulation is The Adjutant General's Office. Users are invited to submit comments and suggested improvements directly to Mr. Smith, HQ Fort Knox (ATZK-AG-AR) or to Mr. Vos, HQDA (DAAG-AMR-P), Alexandria, VA 22331.

By Order of the Secretary of the Army:

Official:

JOHN A. WICKHAM, JR.  
General, United States Army  
Chief of Staff

ROBERT M. JOYCE  
Major General, United States Army  
The Adjutant General

DISTRIBUTION: Special.

POSTED:

DEC 1983

*John G. Vos*  
JOHN G. VOS

AR 340-XX (Test)  
C-1

Change )  
No. 1 )

HEADQUARTERS  
DEPARTMENT OF THE ARMY  
Washington, DC, 15 July 1983

Office Management

MODERN ARMY RECORD-KEEPING SYSTEM (MARKS)  
FOR TOE AND CERTAIN OTHER UNITS OF THE ARMY  
Effective 15 July 1983

This change adds new descriptions and dispositions for records dealing with energy conservation, nonjudicial punishment and courts-martial, discharge board proceedings, and property accountability.

This change does not affect or implement the New Manning System.

AR 340-XX (Test), 15 June 1983, is changed as follows:

1. New material is indicated by a star.
2. Remove old pages and insert new pages as follows:

Remove pages

Insert pages

- |                      |                  |
|----------------------|------------------|
| ✓ -- .....           | A-8.1            |
| ✓ A-9 thru A-12..... | A-9 thru A-12.1  |
| ✓ A-69 and A-70..... | A-69 thru A-70.1 |
| ✓ A-81 and A-82..... | A-81 and A-82    |
- ✓ 3. File this transmittal page in front of the publication.

The proponent agency of this test regulation is The Adjutant General's Office. Users are invited to submit comments and suggested improvements directly to Mr. Smith, HQ Fort Knox (ATZK-AG-AR) or to Mr. Vos, HQDA (DAAG-AMR-P), Alexandria, VA 22331.

By Order of the Secretary of the Army:

Official:

JOHN A. WICKHAM, JR.  
General, United States Army  
Chief of Staff

ROBERT M. JOYCE  
Major General, United States Army  
The Adjutant General

DISTRIBUTION: Special.

Army Regulation )  
340-XX (Test) )

HEADQUARTERS  
DEPARTMENT OF THE ARMY  
Washington, DC, 15 June 1983

## Office Management

MODERN ARMY RECORD-KEEPING SYSTEM (MARKS)  
FOR TOE AND CERTAIN OTHER UNITS OF THE ARMY  
Effective 1 July 1983

Local supplementation of this test regulation is prohibited.

	Paragraph	Page
Chapter 1. GENERAL		
Purpose-----	1-1	1-1
Concept-----	1-2	1-1
Applicability-----	1-3	1-1
Responsibilities-----	1-4	1-2
References-----	1-5	1-2
Explanation of terms-----	1-6	1-2
Abbreviations-----	1-7	1-4
Chapter 2. STANDARD FILE SUPPLIES		
Purpose-----	2-1	2-1
Explanation of terms-----	2-2	2-1
File supplies-----	2-3	2-1
Chapter 3. OFFICE COPYING AND FILE EQUIPMENT		
Purpose-----	3-1	3-1
Explanation of terms-----	3-2	3-1
Criteria-----	3-3	3-1
Chapter 4. FILE NUMBERS		
General-----	4-1	4-1
Files not described in this regulation-----	4-2	4-1
List of file numbers-----	4-3	4-1
Chapter 5. DISPOSITION INSTRUCTIONS		
General-----	5-1	5-1
Disposition instructions-----	5-2	5-1
Changes to retention periods----	5-3	5-1
Chapter 6. FILING ARRANGEMENTS		
General-----	6-1	6-1
Date arrangement-----	6-2	6-1
Simple number arrangement-----	6-3	6-1
Alphabetical arrangement-----	6-4	6-1

	Paragraph	Page
Chapter 7. FILING PROCEDURES		
General-----	7-1	7-1
Assembly of records for filing--	7-2	7-1
Fastening-----	7-3	7-1
Marking the file number-----	7-4	7-1
Labeling files-----	7-5	7-2
Position of folder labels-----	7-6	7-2
Arranging folders in annual blocks-----	7-7	7-2
Removing documents from a file--	7-8	7-2
Providing for expanding files---	7-9	7-3
Chapter 8. DISPOSAL PROCEDURES		
Methods of disposal-----	8-1	8-1
Emergency disposal of records---	8-2	8-2
Chapter 9. RECORD TRANSFER AND RETIREMENT PROCEDURES		
General-----	9-1	9-1
Preparing lists-----	9-2	9-1
Distributing lists-----	9-3	9-4
Supplemental data when organi- zational status changes-----	9-4	9-4
Entries for files lost or destroyed-----	9-5	9-4
Shipping containers-----	9-6	9-4
Containers for odd-size records-	9-7	9-4
Packing procedures-----	9-8	9-4
Identifying record shipping containers-----	9-9	9-5
Retirement of records to a Fed- eral Records Center, GSA-----	9-10	9-5
Record shipments by USAR units--	9-11	9-5
Transfer to other units and organizations-----	9-12	9-5
Chapter 10. DISPOSITION OF RECORDS ON CHANGE OF STATUS		
General-----	10-1	10-1
Appendix A. Records disposition standards-----		A-1
Appendix B. Records centers and major storage areas-----		B-1
Appendix C. References-----		C-1

Chapter 1

GENERAL

1-1. Purpose. This regulation has been written and published for the purpose of testing a new records maintenance and disposition concept at the TOE unit level. The pilot study is to be conducted in the 5th Battalion, 73rd Armored Regiment, 194th Armored Brigade.

1-2. Concept. a. For the past two decades, Army records maintenance and disposition procedures have been governed by The Army Functional Files System (TAFSS), as published in AR 340-2 and the AR 340-18-series.

b. Among the problems perceived by users in the field during the life of TAFSS have been that --

(1) There is no "general correspondence" category for records which relate to a major functional area, but which cannot logically be identified with any of the specific file numbers within that area.

(2) By using an arbitrary set of file numbers which bears no relationship to the numbering schemes already in existence (for administrative publications, blank forms, and so forth) TAFSS requires the user to learn and correlate different numbering systems. Also, under TAFSS it became impossible to put the file number on a document at the time of creation because it could be functionally identified under different numbers in different offices.

c. With this pilot study, the record series listed in AR 340-2, Maintenance and Disposition of Records in TOE and Certain Other Units of the Army, have been reorganized to identify each file with the number of the directive that prescribes that the function be performed. Within each basic series there is a provision for "general correspondence;" a distinction is made between retention periods in peacetime and during mobilization or the conduct of military operations, where this applies; and the applicability of The Privacy Act of 1974 is pinpointed where this is appropriate.

1-3. Applicability. This regulation applies, for purposes of the pilot study, only to record-keeping in the 5th Battalion, 73rd Armored Regiment, 194th Armored Brigade.

1-4. Responsibilities. The commander of a unit or the officer in charge of an activity is responsible for its records; however, another individual is usually charged with managing the records program within the unit or activity. These duties will be performed in connection with records management by that individual:

a. Informally survey or appraise the organization's records at least once yearly and prescribe corrective action where such is indicated.

b. Insure that people working with the Modern Army Record-Keeping System (MARKS, see paragraph 1-6) are familiar with and trained to use the system. This can be through classroom training, on-the-job training, or both; taking part in classes given by the installation records manager will satisfy this requirement.

c. Insure that office equipment and supplies are managed and controlled according to AR 340-4 (files equipment), AR 340-8 (word processing), AR 340-20 (copiers), and AR 340-22 (micrographics).

d. Identify and dispose of records by:

(1) Insuring that all recorded information, regardless of location, volume, or characteristics, is identified and labeled.

(2) Insuring that disposable records are destroyed only at the end of the retention periods set forth in appendix A.

(3) Transferring appropriate records to the Records Holding Area or the Federal Records Center shown in appendix B.

1-5. References. Required and related publications are listed in appendix C.

1-6. Explanation of terms. a. The Modern Army Record-keeping System (MARKS). A system for identifying and arranging Army records for reference and disposition according to the directive, usually an AR, which prescribes their creation, maintenance, and use. Each record series bears a file number which is the same as the number of the prescribing directive. An unsuffixed number is provided within each basic series for general correspondence which cannot logically be identified with any of the specific numbers associated with that category, as in this abbreviated example (see appendix A for full description and disposition):

This is the publication series number and title; see Table 4-1, or see AR 310-2.

40: MEDICAL SERVICES

	<u>Number</u>	<u>Title</u>
The prescribing directive for these records is AR 40-66, Medical Record and Quality Assurance Administration	40	General medical service correspondence files
	40-66a	Health record files
	40-66b	Dental health record files

b. Retention period. The length of time a record must be kept after it becomes cut off (or inactive) and before it is destroyed. Records that will never be destroyed because of their historical or archival value are called permanent records (see file number 870-5a in appendix A for an example).

c. Disposition instructions. Instructions (appendix A, used in conjunction with Table 5-1 or 5-2) that specify the date or event upon which to cut off, transfer, retire, or destroy records.

d. Cutoff. The termination of a file at specified times.

e. Record copy. That copy of a document kept for record from time of creation until final disposal. It does not include reading file copies, daily file copies, or others kept for convenience or reference.

f. Records center. An activity that receives, maintains, services, and disposes of records retired from Army organizations, from records holding areas, and from oversea command records holding areas. Records stored in records centers are inactive, and have been retired so they can be maintained more economically and efficiently in a central facility.

g. Records holding area (RHA). A facility at an installation, activity, or field command for holding cutoff files pending destruction or retirement; or, an activity in a major oversea command for holding cutoff records pending destruction or retirement to a CONUS records center. These facilities have less valuable space and low-cost filing equipment. When located outside CONUS, these facilities are referred to as oversea command records holding areas (OCRHAs).

h. Records. All recorded information (regardless of type) made or received and maintained by an organization. This information is kept in order to transact the Army's business and because of legal obligations. Excluded from this definition are library and museum material, extra copies of documents kept purely for reference purposes, stocks of publications, and blank forms.

i. Record series. A group of documents described under a single file number in appendix A to this regulation.

j. Permanent. This term applies to those record series so designated in appendix A; for an example, see the disposition column for file number 220-15a in appendix A. In each such case, the Archivist of the United States has determined that the records have sufficient historic and legal value to warrant their permanent retention.

k. Retirement. Shipment of records to a Federal Records Center.

l. Transfer. Shipment of records to RHAs, OCRHAs, another Army organization, or to a Government agency other than a Federal Records Center.

1-7. Abbreviations. Common abbreviations used within MARKS, especially for use on file labels, are:

CFA	current files area
COFF	cutoff; cut off
dest	destroy
FARC	Federal Archives and Records Center
NPRC	National Personnel Records Center
OCRHA	oversea command records holding area
PIF	place in the inactive file
RefP	reference papers
ret	retire; retirement
RHA	records holding area
MARKS	Modern Army Record-keeping System
trf	transfer
RCPAC	Reserve Components Personnel and Administration Center
WNRC	Washington National Records Center

Chapter 2

STANDARD FILE SUPPLIES

2-1. Purpose. This chapter provides for file supplies to be used in maintaining files.

2-2. Explanation of terms. File supplies include folders, guides, folder labels, fasteners, binders, label holders, and boxes used in transferring or retiring records.

2-3. File supplies. a. With the exception of fiberboard boxes used to transfer or retire records, and file folders, any file supplies normally available from the Federal Supply Schedule (FSS) or the administrative self-service support center may be used.

b. The following boxes will be used as standard record shipping containers to transfer or retire paper records:

(1) For letter- and legal-size documents: Box, fiberboard, 14 3/4" x 12" x 9 1/2", NSN 8115-00-117-8344.

(2) For index cards and other small records: Box, fiberboard, 14 3/4" x 9 1/2" x 4 7/8", NSN 8115-00-117-8338.

c. Other specialized boxes designed for magnetic tapes and microfiche are available from the FSS.

d. The following standard file folders will be used to maintain paper records:

(1) Folder, file, letter-size, manila, vertical, plain bottom, 9.5-point, 3/4" expansion, 8 1/2" x 11 3/4", square cut, NSN 7530-00-291-0098.

(2) Folder, file, legal-size, manila, vertical, plain bottom, 9.5-point, 3/4" expansion, 9 1/2" x 14 3/4", square cut, NSN 7530-00-285-1732.

(3) Folder, file, letter-size, kraft, vertical, plain bottom, 11-point, 3/4" expansion, 9 1/2" x 11 3/4", square cut, NSN 7530-00-663-0031.

(4) Folder, file, legal-size, kraft, vertical, plain bottom, 11-point, 3/4" expansion, 9 1/2" x 14 3/4", square cut, NSN 7530-00-200-4308.

Chapter 3

OFFICE COPYING AND FILE EQUIPMENT

3-1. Purpose. This chapter has general information for acquiring office copiers and file equipment.

3-2. Explanation of terms. a. File equipment. File equipment includes all file containers, machines, devices, and furniture used for maintaining files. Exceptions are items used for storing records in holding areas and records centers, such as fiberboard boxes, wooden boxes, pallets, racks, and shelving. It also excludes equipment that contains publications and blank forms stocked for issue.

b. Office copiers (copying equipment) are those machines with a copier-per-minute output of 99 copies or less. They are used to make 1 to 25 copies of each original document, needed in support of administrative requirements, and not requiring special operator training.

3-3. Criteria. a. File equipment requests will be processed under AR 340-4.

b. Office copier requests will be processed under AR 340-20.

## Chapter 4

## FILE NUMBERS

4-1. General. A file number will be assigned to each record maintained by a unit. Follow these steps:

a. By scanning the series numbers and titles in Table 4-1, select the basic series which relates to the subject matter of the record to be identified. The numbers and titles in Table 4-1 have been extracted from AR 310-2, and represent administrative-type publications (AR's, Pamphlets, Circulars) of the Army. If needed, further reference may be made to DA Pam 310-1, Index of Administrative Publications (microfiche), which lists all series numbers and titles for regulations, pamphlets, and circulars.

b. Referring to appendix A, select the specific file number within the basic series that covers the record to be filed. If the record relates to the series generally but not to one of the specific numbers thereunder, use the first file number (unsuffixed, "General Correspondence Files").

4-2. Files not described by this regulation. If a record cannot be identified by reference to Table 4-1 and appendix A, it will be brought to the attention of the servicing records manager, who will:

a. Determine what directive prescribes the creation, maintenance and use of the record.

b. Establish file numbers (and alpha suffixes) based on the number of the prescribing directive and the general format in appendix A, and furnish it to the requesting unit for their interim use, pending eventual publication in this regulation or its successor. The disposition instruction for this provisional identification of records will read, "Hold in current files area until disposition instructions are published in AR 340-XX (Test)." Figure 4-1 illustrates a local records manager's response to this kind of request for help.

c. The servicing records manager will furnish information on the records in question (including identification of the prescribing directive and an unclassified sample of the records) to HQDA (DAAG-AMR-P) Alexandria VA 22331 for evaluation and publication.

4-3. List of file numbers. As a filing, reference, and training tool, and to help eliminate constant referral to appendix A, each files station within 5th Battalion, 73rd Armor will prepare a list of file numbers in the format shown in Figure 4-2. A command or installation form may be used for this purpose. The list, when approved, will be filed as the first document in the front drawer of the unit files. When the list is first drawn up or changed it will be sent to the servicing records manager for approval; the records manager's initials or signature on the return copy will indicate such approval.

## BASIC SERIES NUMBERS AND TITLES

The following list is extracted from AR 310-2, and is for use as a "finding aid" in connection with the MARKS numbers in appendix A:

<u>SERIES NUMBER</u>	<u>TITLE</u>
1	Administration
10	Organization and Functions
20	Inspections and Investigations
27	Legal Services
28	Welfare, Recreation and Morale
30	Food Program
37	Financial Administration
40	Medical Services
58	Motor Transportation
65	Postal Service
75	Explosives
95	Aviation
105	Communications-Electronics
140	Army Reserve
145	Reserve Officer Training Corps (ROTC)
190	Military Police
210	Installations
220	Field Organizations
230	Nonappropriated Funds and Related Activities
310	Military Publications
340	Office Management
350	Army Training
380	Security
381	Military Intelligence
385	Safety
500	Emergency Employment of Army Resources
525	Military Operations
600	General Personnel
601	Personnel Procurement
606	Personnel Identification
608	Personal Affairs
624	Promotions
630	Personnel Absences
638	Deceased Personnel
640	Personnel Records
672	Decorations, Awards, and Honors
680	Personnel Information Systems
710	Inventory Management
735	Property Accountability
750	Maintenance of Supplies and Equipment
870	Historical Activities

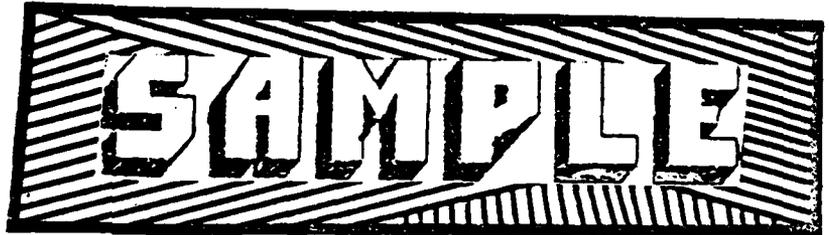
Table 4-1

ATZK-AG

14 July 1983

SUBJECT: Identification of Records

Commander  
5th Bn, 73rd Armor  
194th Armored Brigade  
ATTN: Adjutant  
Fort Knox, KY 40121



1. Reference your verbal request of 6 July 1983 for files assistance.
2. The nuclear surety records and reports which you maintain are prescribed by AR 50-5, Nuclear Surety. We have forwarded a request to TAG, HQDA, to have this category of records added to AR 340-XX or its successor for use by all TOE units to which it may apply; in the interim, you are authorized to use the following for these records:

50: NUCLEAR AND CHEMICAL WEAPONS AND MATERIEL

These records concern the operating procedures, safety, and reliability of nuclear weapons and related material, including prevention of weapons accidents, incidents, unauthorized detonation, and safe jettison. Also includes storage, handling, transportation, maintenance, stockpile-to-target sequences, and related accounting and reporting of nuclear weapons and materiel.

<u>Number</u>	<u>Description</u>	<u>Disposition</u>
50	GENERAL NUCLEAR SURETY CORRESPONDENCE FILES. KEYWORDS: Nuclear, Surety, Accident, Incident Documents on nuclear surety which cannot logically be filed the detailed records listed below.	Retain in CFA until disposition instructions are published in AR 340-XX (Test) or successor.

Figure 4-1

ATZK-AG  
SUBJECT: Identification of Records

<u>Number</u>	<u>Description</u>	<u>Disposition</u>
50-5a	NUCLEAR WEAPONS PERSONNEL RELI- ABILITY RECORDS. KEYWORDS: Personnel, Reliability, Training Documents concerning the screening, evaluation, training, qualification, disqualification, and requalification of personnel assigned nuclear weapons responsibilities.	Same as Number 50 above.
50-5b	NUCLEAR WEAPONS TRANSPORTATION RECORDS. KEYWORDS: Nuclear, Transportation Documents relating to loading, tie- down, unloading, security, and re- porting of the movement of nuclear weapons.	Same as Number 50 above.

3. Point of contact is Howard Smith, RMO, telephone 41945.

FOR THE COMMANDER:

W. GRAHAM JOHNSON  
CPT, AGC  
Assistant Adjutant General



Figure 4-1 (Continued)

This figure illustrates an abbreviated List of File Numbers. In preparing the list, "General Correspondence Files" (the general number at the start of each basic series) need not be listed.

-----

LIST OF FILE NUMBERS

1st Battalion, 93rd Infantry

<u>Number</u>	<u>Title</u>	<u>Does Privacy Act apply? If so, give System ID #</u>
10-1a	Organization Files	
20-1a	IG Inspection Files	
27-1b	Special Courts-Martial Files	
30-1a	Dining Facility Operations Files	
37-2a	Office Financial Files	
58-1a	Dispatcher Organizational Control Records	
58-1b	Equipment Daily Use Files	
65a	Postal Personnel Designation Files	
65j	Unit Mailroom Inspection Files	
105-1a	Office Message Reference Files	
210-130a	Laundry/Dry Cleaning Files	A1427.01aDALO
220-1a	Unit Status Reporting Files	
220-1b	Personnel Readiness Files	
220-45b	Duty Roster Files	
	(etc.)	

-----

Figure 4-2 -- List of File Numbers

## Chapter 5

## DISPOSITION INSTRUCTIONS

5-1. General. Retention periods for records accumulated by units using this regulation are in appendix A.

5-2. Disposition instructions. Taking the general disposition standard from appendix A, translate it into specific dates for cutoff and destruction or retirement, using the instructions in figure 5-1. Bear in mind that retention periods begin when the record is cut off at the end of the calendar or fiscal year, at such other time as may be specified in appendix A, or on the occurrence of a specific act or event which makes the record inactive.

5-3. Changes to retention periods. Retention periods for Army records sometimes change because of statutory, legal, financial, and administrative requirements. These general rules apply:

a. Increased retention period. If a change increases the retention period, apply the new period to all records of that file number, regardless of when they were created or where they are maintained (current files area or records holding area).

b. Decreased retention period. This could be either a change from PERMANENT to a definite time period, or from a definite period to a lesser period (for example, from "Destroy after 10 years" to "Destroy after 2 years"). In such cases, the new retention period will be applied to current records. It will also be applied to inactive records if it is practical to do so, but not if a lot of time and money would be required. For example, a change from 5 years retention to 4 years involving several hundred records would take a major effort to apply and it would, therefore, be cheaper to retain the records for the extra year.

R C E	A. If the file is accumulated by:  B. and the abbreviated disposition instructions (right-hand column of appendix A.	C. then the full disposition standard would be:	D. and the disposition instructions on the file label would be (examples are for both calendar and fiscal year, where applicable):
1.	Any element of the Army to which this regulation applies.	destroy after 1 month  destroy after 3 months  destroy after 6 months  destroy after 1 year  destroy after 2 years  destroy upon occurrence of a specific action or event  destroy a certain time period after occurrence of a specific action or event	COFF 30 Apr 83, Dest Jan 83  COFF 31 Mar 83, Dest Jul 83  CY: COFF 30 Jun 83, Dest Jan 84, or COFF 31 Dec 83, Dest Jul 84 FY: COFF 30 Sep 83, Dest Apr 84, or COFF 31 Mar 84, Dest Oct 84  CY: COFF 31 Dec 83, Dest Jan 84 FY: COFF 30 Sep 83, Dest Oct 84  CY: COFF 31 Dec 83, Dest Jan 84 FY: COFF 30 Sep 83, Dest Oct 85  examples: destroy when superseded or obsolete destroy when no longer needed for current operations  example for 2-year file: ACTIVE FILE PIF upon separation or transfer INACTIVE FILE: COFF 31 Dec 83, Dest Jan 86

Figure 5-1. Disposition standards.

A. If the file is accumulated by:	B. and the abbreviated disposition instructions (right-hand column of appendix A.	C. then the full disposition standard would be:	D. and the disposition instructions on the file label would be (examples are for both calendar and fiscal year, where applicable):
		<p>(Note: When longer retention periods are specified, the appropriate standard in Rule 2 or 3 below will be applied)</p>	<p>CY: COFF 31 Dec 83, Dest Jan 87                      FY: COFF 30 Sep 83, Dest Oct 86                      example for 3-year file:</p>
<p>2. Army elements <i>not</i> serviced by a Records Holding Area</p>	<p>destroy after 3 or 4 years</p>	<p>cut off at the end of the calendar or fiscal year; hold for the remaining time in current files area; then destroy</p>	<p>example for 5-year file:                      CY: COFF 31 Dec 83, Ret WNRC Jan 85, Dest Jan 89                      FY: COFF 30 Sep 83, Ret WNRC Oct 85, Dest Oct 88</p>
	<p>destroy after 5 or more years (but no permanent records)</p>	<p>cut off at the end of the calendar or fiscal year; hold for 2 years in the current files area; retire to the servicing Federal Records Center, where the file will be held until the total retention period has expired, then destroy</p>	<p>CY: COFF 31 Dec 83, Ret WNRC Jan 86, Permanent                      FY: COFF 30 Sep 83, Ret WNRC Oct 85, Permanent</p>
	<p>permanent</p>	<p>cut off at the end of the calendar or fiscal year; hold for 2 years in the current files area; and then retire to the servicing Federal Records Center</p>	<p>example for a 5-year file:                      CY: COFF 31 Dec 83, Trf RHA Dest Jan 86, Dest Jan 89                      FY: COFF 30 Sep 83, Trf RHA Oct 85, Dest Oct 88</p>
<p>3. Army elements serviced by a Records Holding Area</p>	<p>destroy after 3, 4, 5, 6, or 7 years</p>	<p>cut off at the end of the calendar or fiscal year; hold for 2 years in the current files area; transfer to records holding area; hold until total retention period expires; then destroy</p>	<p>examples are for a 7-year file:                      CY: COFF 31 Dec 83, Trf RHA Jan 86, Ret WNRC Jan 87, Dest Jan 2059                      FY: COFF 30 Sep 83, Trf RHA Oct 85, Ret WNRC Oct 86.</p>
	<p>destroy after more than 7 years (but not permanent records)</p>	<p>cut off at the end of the calendar or fiscal year; hold for 2 years in the current files area; transfer to the records holding area; hold for 1 year; retire to the servicing Federal Records Center, where they will be</p>	

Figure 5-1. Disposition standards—Continued.

R C L E	A. If the file is accumulated by:	B. and the abbreviated disposition instructions (right-hand column of appendix A.	C. then the full disposition standard would be:	D. and the disposition instructions on the file label would be (examples are for both calendar and fiscal year, where applicable):
			held until the total retention period expires, then destroy	Dest Oct 2658
	permanent		cut off at the end of the calendar or fiscal year; hold for 2 years in the current files area; transfer to the records holding area; hold for 1 year; then retire to the servicing Federal Records Center	CY: COPF 31 Dec 83, Trf RHA Jan 85, Ret WNRC Jan 87, Permanent FY: COPF 30 Sep 83, Trf RHA Oct 85, Ret WNRC Oct 86, Permanent

Figure 5-1. Disposition Standards—Continued.

## Chapter 6

## FILING ARRANGEMENTS

6-1. General. This chapter outlines the arrangements that may be used for subdividing files within a single MARKS number.

6-2. Date arrangement. This is used only for material within folders. When used, arrange records chronologically.

6-3. Simple number arrangement. Papers are arranged in simple numerical sequence; records that are filed by unit designation are suited to this arrangement.

6-4. Alphabetical arrangement. The two basic methods of arranging records alphabetically are:

a. Subject. Under this method, subject titles are used and arranged alphabetically. For example, Organizational History Files, described in appendix A under number 870-5a, might be subdivided by Assumption of Command, Ceremonies, Clippings, Honors, and Lineage. These subjects would be filed alphabetically behind the number 870-5a, either in separate folders or within the basic folder, depending on volume.

b. Name. Records are arranged by the name of persons, places, or organizations. The principal use is in arranging personnel-type records. These are examples of the name arrangement method:

(1) Personal names -- file by surname, then by first name and middle initial. Example:

Brown, Robert J.  
Doe, John L.  
Smith, Stanley S.

(2) Place names -- file first by name of larger place, and then by specific location. Example:

Alabama, Troy  
Pennsylvania, New Brighton  
Virginia, Richlands

(3) Organization names -- file first by general name, such as arsenal, battalion, company, or depot; then file by specific name. Example:

Arsenal, Watervliet  
Depot, Red River  
Military Ocean Terminal, Bayonne

Chapter 7

FILING PROCEDURES

7-1. General. This chapter describes methods of filing and retrieving records from files.

7-2. Assembly of records for filing. a. Correspondence to be filed will be assembled in the order shown in figure 7-1.

b. If reference needs require, related records on the same subject may be combined by stapling or clipping the two records together.

7-3. Fastening. Documents will normally be stapled; when the volume becomes too great for stapling, other fasteners may be used. Documents will not be attached to file folders, except for special-design folders such as DA Form 201 (Military Personnel Records Jacket, or MPRJ).

7-4. Entering the file number. The file number may be entered on a record at the time it is created by placing it in parentheses to the immediate right of the reference symbol, as in this abbreviated example of a military letter:



DEPARTMENT OF THE ARMY  
811th Explosive Ordnance Disposal Detachment  
Fort Wall, Kansas 62121

AFZQ-EOD (75-15a)

SUBJECT: Quarterly EOD Status Report, 2Q FY 83

Commander  
93rd Inf Div & Fort Wall  
ATTN: AFZQ-MRM-ORD  
Fort Wall, KS 62121

This procedure (allowing the file number to be entered on the record at the time it is created) differs from TAFSS, where the document was marked with the file number only at time of filing because one document might have several different numbers, depending on the function of each office where it was filed. When MARKS is implemented Army-wide, the above procedure will be included in AR 340-15, Preparing Correspondence; until that time, this paragraph is authority for test units to use this new procedure.

7-5. Labeling files. a. General. All file folders and record containers will be labeled. This is essential for accurate filing, retrieval, and disposition of records.

b. Label entries. Type or write entries on file labels. Drawer and binder labels will be prepared on card stock. Abbreviations in AR 310-50 and paragraph 1-7, this regulation, may be used. Folder labels will include file number, file title, disposition instructions, and (where appropriate) the year of file accumulation. Samples and further instructions for folder labels, drawer labels, and guide cards are illustrated at figure 7-2.

7-6. Position of folder labels. Under TAFSS, there was a requirement that folder labels be placed in the left, center, or right position to denote ultimate disposition of the file. This requirement no longer exists.

7-7. Arrangement of folders in annual blocks. Cutting off folders at the end of the year and setting up new folders for the new year is a "blocking system." Under this system, set up new records on or near the first workday in January or October (for the calendar or fiscal year, respectively); file those folders that continue from year to year, such as Policy and Precedent Files, in the new annual block. One-year-only folders from the previous year will remain in one block. For example, 1980 records and 1981 records would not be interfiled. If they are kept in the same drawer, use a guide card noting the years to separate them.

7-8. Removing documents from a file. When a document is removed, fill out a chargeout record and substitute it for the document in this manner:

a. When suspense control is necessary or desired, use DA Form 543 (Request for Records). Attach the original to the top of the file being loaned; file the first copy in the suspense file under the date on which the file is to be returned; and file the second copy in place of the charged-out file. When loaned files are not returned by the suspense date, take action to get the file or arrange a new suspense date with the borrower.

b. When suspense control is not necessary, Optional Form 23 (Chargeout Record) may be used. When charged-out files are returned, line out the entry on the form and reuse it. Check chargeout records in the files periodically so that material is not kept out too long.

7-9. Providing for expanding files. A file consisting of one folder may require additional folders during the course of the year, before the file is cut off. When the material in any folder reaches capacity, prepare a second folder, and make a note on each folder to indicate the dividing point, as in this example:

680-201a DEPARTURE CLNC FILES (A-L) 1983  
COFF 31 Dec 83, Dest Jan 85

680-201a DEPARTURE CLNC FILES (M-Z) 1983  
COFF 31 Dec 83, Dest Jan 85

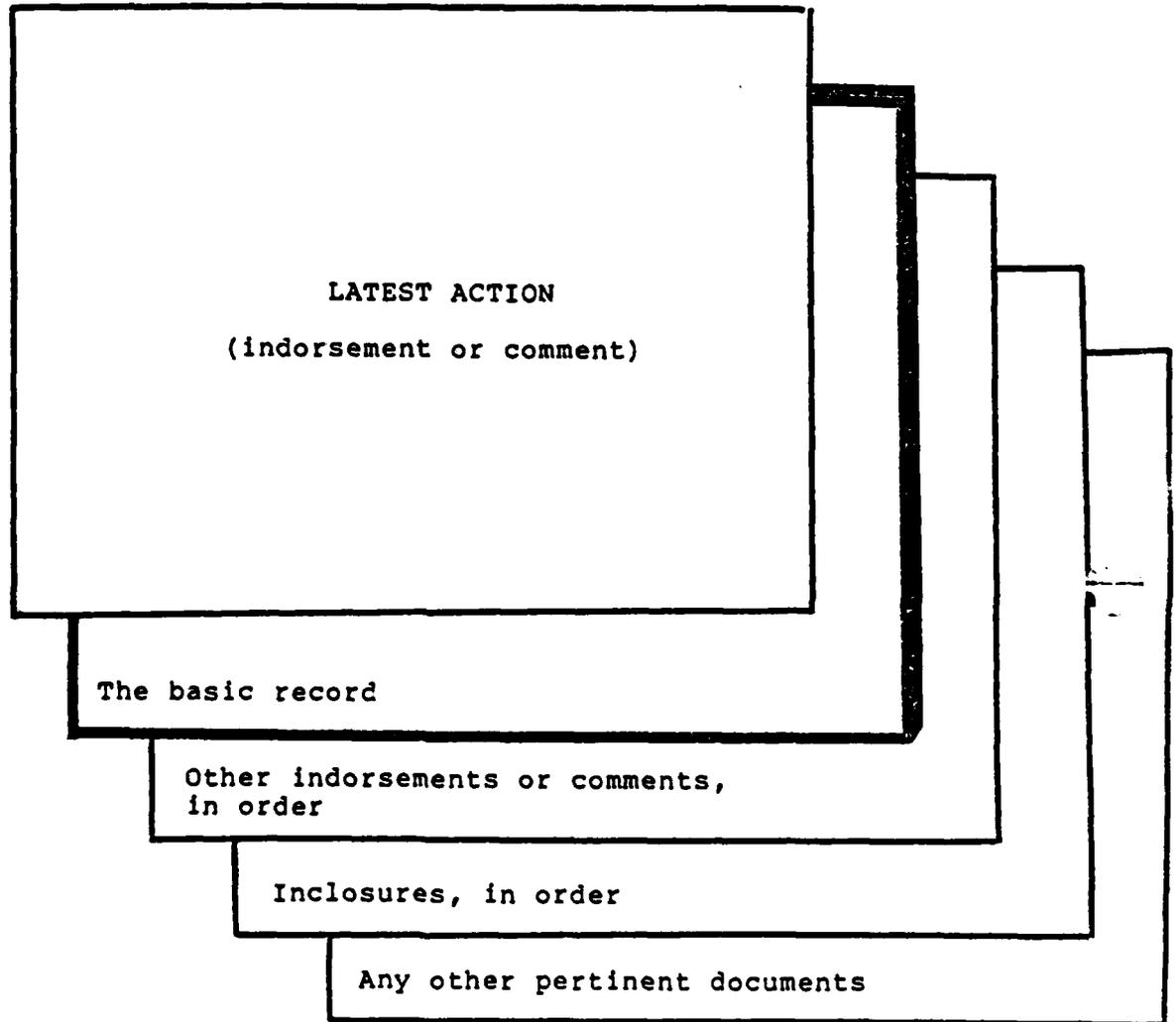
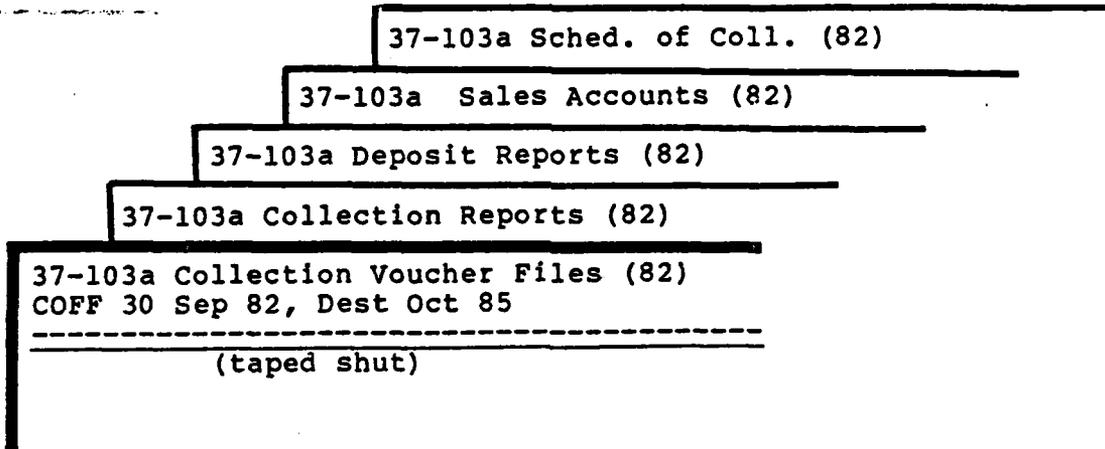
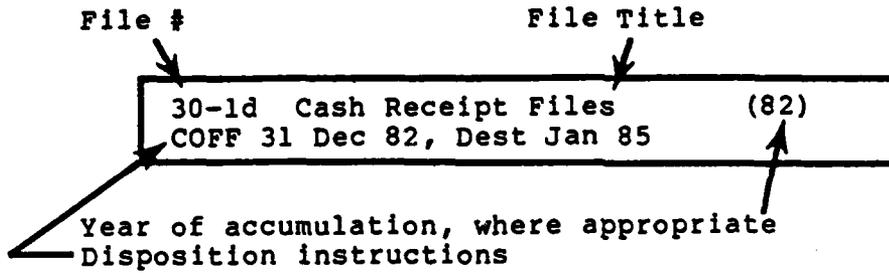


Figure 7-1 -- Assembly of records for filing.



USE OF "DUMMY" FOLDER

When there are several folders under one number, you may use a "dummy" folder which contains the full label entries. Tape it shut so that no documents can be filed in it. Subsequent folder labels need only show the title of the folder contents; the number and year of accumulation may be shown, as in the example above.

Figure 7-2 -- Label entries.

710-2e Property Officer Designations  
ACTIVE. PIF on termination of designation.

Sample label for a file that will be cut off  
(become inactive) on occurrence of a specific action or event.

710-2e Property Officer Designations (80)  
INACTIVE. COFF 31 Dec 80, Dest Jan 83.

Sample label for the inactive file.

10 thru 58-1b (82)

Sample label entry for drawer  
that contains two or more  
record series. No disposition  
is shown on the label because  
it varies among the several  
record series in the drawer.

600-33a LOD Files (82)  
COFF 31 Dec 82, Trf RHA  
Jan 85, Dest Jan 88

Sample label entry for drawer  
that contains one (and only  
one) record series, and con-  
tains all of that record  
series. Note that the drawer  
label is identical to the  
folder label in this case.

600-33a LOD Files (82)  
(A-L)  
COFF 31 Dec 82, Trf  
RHA Jan 85,  
Dest Jan 88.

600-33a LOD Files (82)  
(M-Z)  
COFF 31 Dec 82, Trf  
RHA Jan 85,  
Dest Jan 88.

Sample label entries for drawers that contain only  
part of one record series. Note that the division  
(A-L, M-Z) is indicated on each label.

Figure 7-2 -- continued.

Chapter 8

DISPOSAL PROCEDURES

8-1. Methods of disposal. When the prescribed retention period for a record has expired, it will be destroyed as follows:

- a. Destroy security classified records per AR 380-5.
- b. Destroy unclassified records marked FOR OFFICIAL USE ONLY per paragraph 4-501, AR 340-17.
- c. Destroy records subject to The Privacy Act per AR 340-21.
- d. Destroy all other records by the most convenient means available.

8-2. Emergency disposal of records. a. Under the Records Disposal Act of 1943, Army records may be destroyed at any time if their retention is prejudicial to the interests of the United States, provided --

(1) There is a state of war between the United States and any other nation.

(2) Hostile action by a foreign power appears imminent.

b. When emergency disposal is complete, a list of those files and the inclusive dates of each will be compiled, to the extent possible, and sent to HQDA (DAAG-AMR-P), Alexandria, VA, 22331.

Chapter 9

RECORD TRANSFER AND RETIREMENT PROCEDURES

Section I. TRANSFER TO RECORDS HOLDING AREAS OR  
OVERSEA COMMAND RECORDS HOLDING AREAS

9-1. General. a. This section prescribes procedures for preparing and distributing records transmittal lists to records holding areas (RHAs) and oversea command records holding areas (OCRHAS).

b. SF 135 and its continuation sheet, SF 135A, will be typewritten. All ribbon copies of shipment forms will be fastened together in box number sequence to form the records transmittal list. Carbon copies will be fastened together in the same manner.

c. When classified information is disclosed in titles on SF 135 or SF 135A, the forms will be classified accordingly. Forms prepared for transmitting classified files will not, in themselves, be classified if --

(1) Information on the form is not classified. Simple indication of the degree of classification on SF 135 or SF 135A is not classified information.

(2) General descriptions of classified files are used, instead of the long title of the classified documents.

9-2. Preparing lists. a. Separate transmittals. Prepare separate SF 135s for these records:

(1) Classified records.

(2) Unclassified records.

b. Number of copies. Prepare three copies for shipment to RHAs and four copies for shipment to OCRHAS. Make one extra copy on discontinuance.

c. Entries.

(1) Item 1: In the "TO" block, delete "Federal Archives and Records Center, General Services Administration" by line-through, and enter the address or building number of the RHA.

(2) Item 2: Enter name and title of the head of the organization transferring the records.

(3) Item 3: Enter name and telephone number of the records custodian.

(4) Item 4: Omit.

(5) Item 5: Enter name and complete address of the organization transferring the records.

(6) Items 6(a), 6(b), and 6(c): Omit.

(7) Item 6(d): Enter the number of boxes in the shipment.

(8) Item 6(e): Enter the box number and total number of boxes in the shipment. For instance, the third box of a total shipment of twelve boxes would be indicated as "3/12."

(9) Item 6(f): The following entries, where applicable, will be made:

(a) Privacy statement. If the records being shipped are subject to The Privacy Act (so indicated by the box under the file number in appendix A), include this statement:

"These records are an addition to a records system previously retired to the records center, and the information previously submitted by HQDA is still applicable."

If the files are a system of records as defined in paragraph 1-5i, AR 340-21, but are not covered by a system notice in the AR 340-21 series, hold the records and send a notice promptly to the servicing records manager (installation level), who will in turn notify HQDA (DAAG-AMR), Alexandria, VA 22331. HQDA will prepare a system notice or will provide special maintenance and disposition instructions. If The Privacy Act does not apply to the records being shipped, so state.

(b) Historical data. Indicate any historical data involving the organization that created the records. Include dates and authorities for events during the period covered by the records being shipped. Examples are activation, changes of command channels, names and locations of next higher headquarters and inclusive dates of command jurisdiction, transfer of functions, changes of mission, redesignation, permanent changes of station, and so forth. On each successive shipment of records, bring this historical background information up to date.

(c) Organization elements. Enter complete title of organizational element and location, and underscore. For example: "599th Military Police Battalion, Fort Johnson, Wyoming". Use only authorized abbreviations.

(d) Series description. Enter the file title, arrangement of the records (alphabetical, chronological, etc.), and the year of accumulation. The title will be the same as that shown in appendix A of this regulation. If the file series (MARKS number) is contained in more than one box, indicate the contents of each box opposite the box number, as in this example:

AGENCY BOX NUMBERS (e)	SERIES DESCRIPTION (With inclusive dates of records) (f)
	LINE OF DUTY FILES (arranged alphabetically). 1978.
1/4	A-D
2/4	E-K
3/4	L-S
4/4	T-Z

(e) Continuation pages. Use SF 135A.

(10) Item 6(g): Enter one of these codes to indicate restrictions on use of the records (codes are further explained on reverse of SF 135):

T = TOP SECRET security classification

S = SECRET security classification

C = CONFIDENTIAL security classification

R = FOR OFFICIAL USE ONLY protective marking

N = Unclassified, with no restrictions

(11) Item 6(h): Enter the MARKS number for each title in item 6(f).

(12) Item 6(i): Enter the month and year in which the records may be destroyed. If the records are permanent, enter "Perm".

9-3. Distributing lists. a. Under normal circumstances (other than discontinuance). For records transferred to RHAs, send an original and one copy to the RHA, and retain one copy for file. For records transferred to OCRHAs, send an original and one copy to the OCRHA in advance of the shipment; place one copy in an envelope and insert as the first item in the first box of the shipment; and retain one copy for file.

b. On discontinuance. Distribute copies according to the above and send one copy to the records manager of the next higher headquarters. Organizations reporting directly to HQDA will send one copy to HQDA (DAAG-AMR-S), Alexandria, VA 22331.

9-4. Supplemental data when organizational status changes. Attach the following to the original transmittal (SF 135):

a. Organization chart showing the new organization relationship.

b. Listing showing records transferred to another agency or retired directly to a Federal Records Center, when applicable.

9-5. Entries for files lost or destroyed. Inform RHAs and OCRHAs of accidentally lost or destroyed permanent records or records of more than 10 years' retention. Enter this data on SF 135 or SF 135A prepared for the transfer of records that accumulated during the same period. Enter the file title and inclusive dates of the lost or destroyed records, and (in item 6(f)) the phrase, "accidentally lost" or "accidentally destroyed."

9-6. Shipping containers. The standard records shipping container described in chapter 2, this regulation will be used for transferring records to RHAs and OCRHAs. See paragraph 9-7 below for an exception. Records shipped to CONUS records centers from an oversea location will be packed in Triwall containers, NSN 8115-00-774-6562.

9-7. Containers for odd-size records. When the box described in chapter 2 does not meet shipping requirements because of odd sizes (due to blueprints, maps, ledgers, etc.), pack and ship the records so they will not be damaged enroute. Select boxes for odd-size records from those in GSA stock catalogs; the servicing records manager (installation-level) can assist in this selection.

9-8. Packing procedures. a. General arrangement. Regardless of the type of container used for packing records, fill containers with only one row of file folders. When transferring records to RHAs or OCRHAs, pack permanent files in the first boxes of the shipment, followed by boxes of temporary records. Each group of records will be packed in file number sequence.

b. Arrangement of records packed in fiberboard boxes.

(1) Place letter-size files in boxes so that the file folders

are parallel with the end of the box. If a small number of legal-size documents are filed with the letter-size material, fold the bottom ends of the documents into the file folder to prevent tearing. When filled, each box holds 15" of material.

(2) Place legal-size files in boxes so that the file folders containing the records are parallel with the sides of the box. When filled, each box will hold one linear foot of files. Completely fill the fiberboard boxes, but take care that boxes are not packed so tightly that the records cannot be serviced in the containers. Do not ship partially-filled boxes to a Federal Records Center; however, in a multibox shipment, the last box need not be full. In this case, pack crumpled paper in the unused space to prevent movement during shipment. Do not use excelsior, shredded paper, wax paper, additional file material, or surplus file folders as packing material.

9-9. Identifying record shipping containers. Before shipping to an RHA, OCRHA, or records center, enter the box number and total number of boxes in the shipment on the end of the box, in the upper right-hand corner. If a shipment consists of three boxes, for example, they will be marked 1/3, 2/3, and 3/3.

#### Section II. RETIREMENT OF RECORDS TO A FEDERAL RECORDS CENTER AND TRANSFER TO OTHER UNITS AND ORGANIZATIONS

9-10. Retirement of records to a Federal Records Center, GSA. Normally, the records of a unit are not retired directly to a Federal Records Center, but are transferred to the RHA or OCRHA which, in turn, retires records of long-term or permanent value. However, when direct retirement to a Federal Records Center is necessary, AR 340-18-1 will apply. Installation-level records manager can assist in this process.

9-11. Records shipments by USAR units. a. General. USAR units will essentially follow the same instructions for listing, packing and shipping records as stated above. However, records to be retired to a records center will be sent to the location assigned by the CONUS Army commander or major oversea commander.

b. Consolidated shipments. Records of all USAR units and activities will be retired by the organizations designated by the CONUS Army or major oversea commander as follows:

(1) Reserve unit attendance files (number 140-185a) and ROTC cadet MPRJ files (residue of number 145-1d) will be retired to USA RCPAC, 9700 Page Boulevard, St. Louis, MO 63132.

(2) Publication record set files and other records eligible for retirement will be shipped to WNRC, GSA, Washington, DC 20409.

9-12. Transfer to other units and organizations. For instructions, check with installation or activity records manager.

Chapter 10

DISPOSITION OF RECORDS ON CHANGE OF STATUS

10-1. General. Any unit changing status during the course of this test will dispose of its records in accordance with existing instructions in Chapter 10, AR 340-2.

## Appendix A

## RECORDS DISPOSITION STANDARDS

A-1. This appendix has file numbers, descriptions, and instructions for disposing of records created and maintained by Army organizations listed in paragraph 1-3 and participating in this test. Where the term "office" is used, it refers to any place where records are created or maintained. This may be a formal office, a supply room, a dining facility, a command post in the field, a unit, or any other entity to which this regulation applies.

A-2. For each basic category of records (Table 4-1) listed in this appendix, a file number is provided without suffix that is to be used for general correspondence that falls within the subject area, but which cannot logically be filed with the detailed records that are prescribed by the regulations in that category.

A-3. If a test unit creates records that are not described in this appendix, they will call this to the attention of the servicing records manager as outlined in paragraph 4-2.

A-4. In the case of certain record series in this appendix, the prescribing directive is not an Army Regulation. Where this occurs, the records have been identified, for purposes of consistency, with a basic series number from Table 4-1. Each such instance is explained in the lead-in paragraph for that category. This situation occurs in the following places in this appendix:

MARKSFile No.Title

65a thru 65j	Postal Service
105-24b	Radio Efficiency Reporting Files
220-1b	Personnel Readiness Files
310-2a	Housekeeping Instruction Files
310-2b	Policy and Precedent Files
310-2f	Training Media Files
340a thru 340d	Office Management Files
381a	Intelligence Reporting Files
525a	Command Reporting Files
600a thru 600h	Personnel - General
680a thru 680d	SIDPERS Reporting Files
750a thru 750g	Maintenance of Supplies and Equipment

A-5. Prior to preparing labels, retention periods in the disposition column of this appendix ("Destroy after 2 years," etc.) will be converted to cutoff, transfer, destruction, or retirement dates using figure 5-1 or 5-2.

A-6. Record series in this appendix which are subject to The Privacy Act of 1974 (5USC552a) and which are Army-wide systems of records (as opposed to command-wide or "unique" systems) are so identified by a box under the file number, next to the description. This is included to promote awareness of privacy program requirements to identify and protect such records. Full information and details on The Army Privacy Program are in the AR 340-21-series of regulations. Also, at Table A-1 is a composite extract showing the MARKS number and title of all Army-wide series in this appendix to which The Privacy Act applies, and the corresponding systems identification number and name.

A-7. Aids to automation: Another innovation of MARKS over TAFSS is that it will be amenable to future efforts to automate the Army's record-keeping processes. This paragraph outlines two such aids that are being incorporated in MARKS, and are discussed here solely for the information of users of this test regulation, as they do not have an immediate applicability during the test.

a. Standard Data Elements -- the general structure of MARKS record series has been standardized into Standard Data Elements under the program contained in AR 18-12, Catalog of Standard Data Elements and Codes. This step will facilitate programming for eventual electronic record-keeping at some future date. The following Standard Data Elements have been established:

<u>STANDARD DATA ELEMENT</u>	<u>MEANING</u>
MARKS-SERIES-NO	MARKS Basic Series Number
MARKS-SERIES-TITLE	MARKS Basic Series Title
MARKS-PRESB-DIR	MARKS Prescribing Directive
MARKS-PRESB-DIR-PREFIX	MARKS Prescribing Directive Prefix
MARKS-PRESB-DIR-NO	MARKS Prescribing Directive Number
MARKS-PRESB-DIR-TITLE	MARKS Prescribing Directive Title
MARKS-SERIES-DESCR	MARKS Basic Series Description
MARKS-GEN-CORR-ID	MARKS General Correspondence Identification
MARKS-GEN-CORR-FILE-NO	MARKS General Correspondence File Number
MARKS-GEN-CORR-NO-SUFFIX	MARKS General Correspondence File Number Suffix
MARKS-GEN-CORR-DESCR	MARKS General Correspondence File Description
MARKS-GEN-CORR-DISPO	MARKS General Correspondence File Disposition
MARKS-FILE-ID	MARKS File Identification
MARKS-FILE-NO	MARKS File Number
MARKS-FILE-NO-SUFFIX	MARKS File Number Suffix
MARKS-FILE-TITLE	MARKS File Title
MARKS-KEYWORD	MARKS Keywords
MARKS-FILE-DESCR	MARKS File Description
MARKS-FILE-DISPO	MARKS File Disposition
MARKS-PRIVACY-ACT-ID	MARKS Privacy Act Identification

b. Keywords -- Within each record series, between the title and the description, is a "keyword line" which lists several key words that may be used to search an automated data base. While users of this test regulation will not be doing keyword searches of computer files, we have included this line for general familiarization purposes.

A-8. Suspense files may accumulate in connection with any of the record series in this appendix; they are reminders that an action is required by a given date. MARKS numbers need not be used on suspense papers or the file drawers or folders in which they are kept. Some examples of suspense files are:

a. A note to submit a report or to take some other action; the note would be destroyed after the report is submitted or the action is taken.

b. An outgoing communication filed by the date on which a reply is expected. When the reply is received, the communication is withdrawn and filed (if it is the record copy) or destroyed (if it is an extra copy).

Table A-1

RECORD SERIES IN AR 340-XX (TEST) SUBJECT TO THE PRIVACY ACT  
(ARMY-WIDE SYSTEMS OF RECORDS)

MARKS NUMBER AND TITLE		CORRESPONDENCE SYS ID # AND NAME	
28-1b	Recreation and Entertainment Detail Files	A1403.30a DAAG	Commercial Entertainment Transaction Rcds
37-104-3b	Personal Financial Record Files	A0305.10aDACA A0305.10bDACA	JUMPS-AA (Active Army) JUMPS-RC (Res. Comp.)
40-66a	Health Record Files	A0917.01aDASG	Medical Treatment Record Files
40-66b	Dental Health Record Files	A0917.01aDASG	Medical Treatment Record Files
65a	Postal Personnel Designation Files	A1108.05aDAAG	Postal Personnel Designation Files
65d	Postal Directory Files	A1108.16aDAAG	Postal Directory Files
65e	Standing Delivery Order Files	A1108.18DAAG	Standing Delivery Files
95-5a	Aviation Accident and Incident Case Files	A0607.01bDAPE	Accident/Incident Case Files; Army Safety Mgt Info System
145-1c	ROTC Cadet Record Files	A0703.04aDAPC	ROTC Member File
145-1d	ROTC Cadet MPRJ Files	A0703.04aDAPC	ROTC Member File
145-1e	ROTC Separated Cadet File	A0703.04aDAPC	ROTC Member File
145-1j	ROTC Cadet Evaluation Reporting Files	A0703.04aDAPC	ROTC Member File
190-40a	Serious Incident Reporting Files	A0508.24aDAPE	Serious Incident Reporting Files
210-130a	Unit and Organizational Laundry and Dry Cleaning Files	A1427.01aDALO	Laundry and Dry Cleaning Accounting Files
340-17b	FOIA Request Files	A0239.01DAAG	Request for Information Files

Table A-1 -- continued.

MARKS NUMBER AND TITLE		CORRESPONDING SYS ID # AND NAME	
380-5p	Security Clearance Information Files	A0506.01DAMI	Personnel Security Clearance Information Files
381-a	Intelligence Reporting Files	A0502.03aDAMI	Intelligence Collection Files
385-10a	Accident and Incident Case Files	A0607.01bDAPE	Accident/Incident Case Files; Army Safety Mgmt Info System
385-10c	Operator's Examination and Qualification Record Files	A1207.08aDAPE	Operator's Examination and Qualification Record Files
600c	Supervisory or Manager Employee Record Files	A0102.04aDAPE	Supervisor/Manager Employee Record Files
600e	Separation for Military Service Files	A0102.04aDAPE	Supervisor/Manager Employee Record Files
600h	Office Military Personnel Files	A0102.13DAPC	Office Military Personnel Files
600-21c	EO & EEO Complaint Files	A0614.03aDAPE	RR/EO&EEO Complaint Files
600-33a	Line of Duty Files	A0708.18aDAAG	Line of Duty Investigations
600-55a	Operator's Examination and Qualification Record Files	A1207.08aDAPE	Operator's Examination and Qualification Record Files
601-280a	Reenlistment Eligibility Files	A0702.04bDAPC	Eligibility Determination Files
606-5a	Military ID Card Application Files	A0509.02aDAAG	Security Badge/ID Card Files
608-5a	Legal Assistance Interview Record Files	A0402.07DAJA	Legal Assistance Interview Record Files
640-10a	Military Personnel Record Jacket (MPRJ) Files	A0708.01aDAPC	Military Personnel Records Jacket Files

Table A-1 -- continued.

MARKS NUMBER AND TITLE		CORRESPONDING SYS ID # AND NAME	
672-5-1c	Military Award Case Files	A0718.01DAPC	Military Award Case File
680b	Personnel Data Card Files	A0715.01aDAPC	Personnel Data Card
680-1b	Military Personnel Register Files	A0716.04aDAAG	Military Personnel Register Files
680-1c	Informational Personnel Files	A0703.01DAPC	Military Personnel Action Files
680-201a	Departure Clearance Files	A0706.02DAAG	Departure Clearance Files
710-2c	Hand Receipt Files	A1416.16DALO	Hand Receipt Files
710-2e	Property Officer Designation Files	A1416.05DALO	Property Officer Designation Files
710-2f	Personal Property Accounting Files	A1416.20DALO	Personal Property Accounting Files
710-2g	Soldier Issue Files	A1416.16DALO A1416.34DALO	Hand Receipt Files Personal Clothing Record Files

AR 340-XX (Test)

(This page intentionally blank)

1: ADMINISTRATION

Prescribing Directive(s): AR 1-21, Administrative Space Management

These records concern administrative functions, such as control of office space, visits, attendance at meetings and conferences, gifts and donations, and other support functions NOT SPECIFICALLY PROVIDED FOR IN OTHER SERIES.

<u>Number</u>	<u>Description</u>	<u>Disposition</u>
1	GENERAL ADMINISTRATION CORRESPONDENCE FILES. KEYWORDS: Use this number for general correspondence relating to Army administration that cannot logically be filed with the detailed records listed below.	Destroy after 2 years.
1-21a	OFFICE SPACE ASSIGNMENT FILES. KEYWORDS: Documents showing administrative space assigned to an office. Included are space assignment records and related documents.	Destroy when superseded or obsolete.

10: ORGANIZATION AND FUNCTIONS

Prescribing Directive(s): AR 10-1, Functions of the Department of Defense and its Major Components

These records concern the organization, mission, responsibilities, duties, and functions of commands and units.

<u>Number</u>	<u>Description</u>	<u>Disposition</u>
10	GENERAL ORGANIZATION AND FUNCTIONS CORRESPONDENCE. KEYWORDS: Use this number for general correspondence relating to organization and functions that cannot logically be filed with the detailed records listed below.	Destroy after 2 years.
10-1a	ORGANIZATION FILES. KEYWORDS: Documents relating to the organization and functions of an Army element. These documents are duplicated in the comptroller, management, or similar element that determines the organization and functions of the unit. Included are -- <ol style="list-style-type: none"> <li>a. Functional charts and statements.</li> <li>b. Copies of documents relating to staffing and personnel strength, such as manpower surveys and authorization vouchers.</li> <li>c. Tables of Distribution and Allowances (TDA's).</li> <li>d. Documents reflecting minor changes in the organization.</li> <li>e. Similar information.</li> </ol>	Destroy when superseded, obsolete, or no longer needed for current operations.

11: ARMY PROGRAMS

Prescribing Directive(s): AR 11-27, Army Energy Program

These records concern policies, procedures, and scope of major programs related to the Army mission. Publications concerning programs in specific subject areas are placed in the appropriate subject series.

---

<u>Number</u>	<u>Description</u>	<u>Disposition</u>
* 11	GENERAL ENERGY CONSERVATION CORRESPONDENCE. KEYWORDS: Energy, Conservation Use this number for general correspondence relating to energy conservation that cannot logically be filed with the detailed numbers below.	Destroy after 2 years.
* 11-27a	ENERGY SURVEY AND STUDY FILES. KEYWORDS: Energy, Survey, Study Documents relating to investigations, surveys, and studies of energy management, fuel consumption, and potential improvement of fuel savings, including surveys by other agencies or contractors using visual and instrumental techniques. Included are surveys and study reports, and related documents.	Destroy after 2 years.
* 11-27b	ENERGY CONSERVATION PROJECT FILES. Documents relating to projects in the Energy Conservation Investment Program (ECIP), Equipment Energy Conservation Investment Program (EQ-ECIP), and other programs for planning, developing, designing, and constructing facilities for installation of equipment to reduce energy requirements in new or existing facilities. Included are documents relating to preparation and review of energy resource impact assessments or statements.	Destroy 5 years after completion of project.
* 11-27c	ENERGY CONSERVATION REPORTING FILES. KEYWORDS: Energy, Conservation, Report Documents and reports on energy consumption, projected fuel requirements, fuel availability and storage capacity, boiler plant equipment data, and similar reports. Included are Defense Energy Information System (DEIS) reports, Department of Energy data requirements, and information collected for higher level agencies, and related documents.	Destroy after 2 years.

20: INSPECTIONS AND INVESTIGATIONS

Prescribing Directive(s): AR 20-1, Inspector General Activities and Procedures

These records concern inquiries, investigations, and inspections into activities and matters pertaining to the performance of mission and the state of discipline, efficiency, and economy of the Army by The Inspector General and other inspectors general. It does not include security and criminal investigations or materiel inspections, which are in other appropriate series.

---

<u>Number</u>	<u>Description</u>	<u>Disposition</u>
20	GENERAL INSPECTION AND INVESTIGATION CORRESPONDENCE. KEYWORDS: Use this number for general correspondence relating to inspections and investigations that cannot logically be filed with the detailed records listed below.	Destroy after 2 years.
<hr/>		
20-1a	INSPECTOR GENERAL'S INSPECTION FILES. KEYWORDS: Documents from Inspector Generals' inspections. Included are annual, general, procurement, special, technical proficiency, and Federal recognition inspection reports, and related information.	Destroy 1 year after next comparable inspection. However, destroy special and Federal recognition inspection report files 1 year after the next annual general inspection.

27: LEGAL SERVICES

Prescribing Directive(s): AR 27-10, Military Justice  
AR 27-20, Claims

These records concern trial by courts-martial, including pretrial, trial, and post trial procedures; administration of nonjudicial punishment; and investigation, processing, settlement, and payment of claims against or on behalf of the Government when the Army is involved.

---

<u>Number</u>	<u>Description</u>	<u>Disposition</u>
27	GENERAL LEGAL SERVICES CORRESPONDENCE. KEYWORDS: Use this number for general correspondence relating to legal services that cannot logically be filed with the detailed records listed below.	Destroy after 2 years.
-----		
* 27-10a	SUMMARY COURTS-MARTIAL FILES. KEYWORDS: These files consist of copies of formal record of trial of military personnel by summary courts-martial, and related papers.	Destroy 1 year after notice of final action by the supervisory authority.
* 27-10b	SPECIAL COURTS-MARTIAL FILES. KEYWORDS: These files include retained copies of charge sheets with related papers; correspondence from the officer who has immediate general courts-martial jurisdiction over the command; copies of courts-martial orders (the originals having been sent to the officer exercising general courts-martial jurisdiction); and related documents.	Destroy 1 year after notice of final action by the supervisory authority.
* 27-10c	COURTS-MARTIAL LOCATOR FILES. KEYWORDS: Documents used to control cases that are to be tried or have been tried. Included are index cards, registers, and similar documents.	Destroy after 3 years or 3 years after completion of the case, as applicable. Keep in current files area.

<u>Number</u>	<u>Description</u>	<u>Disposition</u>
*27-10d	SPECIAL COURTS-MARTIAL FILES (BCD). KEYWORDS: Trial records of special courts-martial involving bad conduct discharges, whether or not suspended, which have been approved by the officer exercising general courts-martial jurisdiction over the command. Included are copies of trial record, copies of charge sheets and related papers, reviews by staff judge advocates, courts-martial orders, copies of decisions by appellate agencies, and similar papers.	Destroy 1 year after notification of completion of final actio
*27-10e	GENERAL COURTS-MARTIAL FILES. KEYWORDS: Trial records of general courts-martial, military commissions, and courts of inquiry. They originate at the various courts-martial jurisdictions in the continental United States and oversea commands. Included are copies of the trial record, copies of charge sheets and related papers, reviews by staff judge advocates, courts-martial orders, copies of decisions by appellate agencies, and similar papers.	Destroy 1 year after notification of completion of final actio
*27-10f	NONJUDICIAL PUNISHMENT FILES. KEYWORDS: Copies of DA Form 2627 which are retained by the unit for monitoring suspended punishments under Article 15, UCMJ.	Withdraw individual actions and destroy upon expiration of period of suspension, unless withdrawn earlier for forwarding with supplementary action.
27-20a	PERSONAL PROPERTY CLAIM FILES. KEYWORDS: Case files relating to claims against the Government by members of the Army and the Army National Guard for damage, loss, or destruction of personal property incident to their service.	Destroy 10 years after final action on the case.

<u>Number</u>	<u>Description</u>	<u>Disposition</u>
27-20b	FOREIGN CLAIM FILES. KEYWORDS: Case files relating to claims against the US by inhabitants of a foreign country or by a foreign government or political subdivision thereof for damage, loss, or destruction of private property, or for personal injury or death caused by Army personnel or civilian employees stationed in the country concerned.	Destroy 10 years after final action on the case.
27-20c	LOCAL FOREIGN CLAIM FILES. KEYWORDS: Case files relating to claims arising in foreign countries for death or personal injury; damage, loss, or destruction of personal property; or in connection with provisions of contracts, leases, or other instruments. They are limited to those claims which cannot be settled under provisions of Army Regulations and which must, therefore, be settled under local laws, regulations, or agreements.	Destroy 10 years after final action on the case.

28: WELFARE, RECREATION, AND MORALEPrescribing Directive(s): AR 28-1, Army Morale Support Activities

These records concern procedures for operation of programs for entertainment, sports participation at various levels, crafts, motion picture services, libraries (other than law), service clubs, and other forms of recreation and welfare.

<u>Number</u>	<u>Description</u>	<u>Disposition</u>
28	<p>GENERAL WELFARE, RECREATION, AND MORALE CORRESPONDENCE.</p> <p>KEYWORDS: Use this number for general correspondence relating to welfare, recreation, and morale that cannot logically be filed with the detailed records listed below.</p>	Destroy after 2 years.
28-1a	<p>RECREATION AND ENTERTAINMENT CASE FILES.</p> <p>KEYWORDS: Documents related to planning, approving, and conducting specific contests, Army shows, entertainment, sports activities, or other recreational events that are sponsored or sanctioned by the Army. Included are plans, letters, promotional material, and related documents.</p>	Destroy after 2 years.
28-1b	<p>RECREATION AND ENTERTAINMENT DETAIL FILES.</p> <p>KEYWORDS: Documents created in accomplishing administrative details concerning a specific contest, show, entertainment, sports, or other recreational event. Included are documents reflecting itineraries, transportation arrangements, official luncheons, distribution of materials, information on contest procedures, and related documents.</p>	Destroy after 2 years.

PRIVACY ACT: A1403.30a DAAG
--------------------------------------

Number

Description

Disposition

28-1c

RECREATION SERVICES RE-  
PORTING FILES.

Destroy after 2  
years.

KEYWORDS:

Documents reflecting statisti-  
cal information concerning  
Army recreation services  
activities. Included are  
letters, forms, and related  
documents.

30: FOOD PROGRAM

Prescribing Directive(s): AR 30-1, The Army Food Service Program  
 AR 30-16, Food Service Data Feedback Program  
 AR 30-18, Army Troop Issue Subsistence Activity Operating Procedures

These records concern commodities, resources, and services used, facilities operated, and functions performed in the supply and service of food.

<u>Number</u>	<u>Description</u>	<u>Disposition</u>
30	<p>GENERAL FOOD PROGRAM CORRESPONDENCE.            KEYWORDS: Food, Subsistence, Service            Use this number for general correspondence relating to the food program that cannot logically be filed with the detailed records listed below.</p>	<p>Destroy after 2 years.</p>
30-1a	<p>DINING FACILITY OPERATIONS FILES.            KEYWORDS: Dining, Meals, Headcount            Documents pertaining to the dining facility, regardless of whether they are maintained in the dining facility, the Bn PAC, or elsewhere. Included are DA Form 4809-R, Meal Card Control Register; memorandum book registers used to control meals; cooks' worksheets; headcount records; and inventory.</p>	<p>Active Army:            a. Meal Card Control Registers and Memorandum Book Registers: Destroy 1 year after filled or otherwise rendered inactive.            b. Other records: Destroy after 6 months.            Reserve Components: Destroy after 1 year.</p>
30-1b	<p>DINING FACILITY ACCOUNT REVIEW FILES.            KEYWORDS: Dining, Account, Review            Documents relating to review of facility operation files, inspections, and contractor performance evaluations. Included are reports; summary</p>	<p>Destroy after 1 year.</p>

<u>Number</u>	<u>Description</u>	<u>Disposition</u>
	of account status review; related documents concerning findings and recommendations; Quality Deficiency Reports (QDRs), and Equipment Improvement Reports (EIRs).	
30-1c	MENU FILES. KEYWORDS: Menu Copies of the Master Menu, cyclic menus, special menus, and proceedings of menu boards.	Destroy when superseded.
30-1d	CASH RECEIPT FILES. KEYWORDS: Cash, Meal, Payment, Collection Receipts for cash and documents reflecting collections. Included are cash meal payment sheets; cash collection vouchers; cash register tapes; memorandum book for recording cash register clearings; control of cash meal payment books; documents on purchase, billing and payment of catered meals or unprepared subsistence; reports of investigation in accordance with AR 15-6 for missing cash or cash meal payment sheets; and meal payment through payroll deduction.	Destroy after 2 years.
-----		
30-16a	UNSATISFACTORY SUBSISTENCE FILES. KEYWORDS: Subsistence, Quality, Report Documents on reporting of subsistence which is discovered to be unsatisfactory for its intended use. Included are DA Form 1608-R, Unsatisfactory Material Report, or similar forms; coordination with veterinarians and Troop Issue Subsistence Activity; letters or other narrative reports, and similar documents.	Destroy after 1 year.
-----		

AR 340-XX (Test)

<u>Number</u>	<u>Description</u>	<u>Disposition</u>
30-18a	<p>FIELD RATION REQUISITION, ISSUE, AND DELIVERY FILES. KEYWORDS: Ration, Requisition, Issue, Delivery Documents relating to the issue, such as subsistence reports and field ration requests; issue and turn-in slips not used for receipt of cash; delivery tickets; machine printouts; certificates of donation; and status of ration accounts.</p>	<p>Issue activities: Destroy after 2 years.  Dining facilities: a. Active Army: De- stroy after 6 months. b. Reserve Components: Destroy after 1 year.</p>

37: FINANCIAL ADMINISTRATION

Prescribing Directive(s): AR 37-2, Distribution of Funds and Fund Documentation  
 AR 37-101, Organization and Functions of Finance and Accounting Offices  
 AR 37-101-1, Field Organization and Operating Instructions under the Joint Uniform Military Pay System - Army (JUMPS-ARMY)  
 AR 37-103, Finance and Accounting for Installations - Disbursing Operations  
 AR 37-104-3, Military Pay and Allowances Procedures, Joint Uniform Military Pay System (JUMPS-ARMY)

These records concern policies, procedures, direction, and supervision of financial functions, including budgeting, accounting, funding, entitlement, pay, expenditures, and related reporting.

<u>Number</u>	<u>Description</u>	<u>Disposition</u>
37	GENERAL FINANCIAL ADMINISTRATION CORRESPONDENCE. KEYWORDS: Use this number for general correspondence relating to financial administration that cannot logically be filed with the detailed records listed below.	Destroy after 2 years.
37-2a	OFFICE FINANCIAL FILES. KEYWORDS: Documents that relate to spending. Included are-- a. Itineraries and travel estimates, and requests for travel funds. b. Requests for long-distance telephone call funds. c. Notices of available funds. d. Reports of funds used.	Destroy after 1 year.

<u>Number</u>	<u>Description</u>	<u>Disposition</u>
37-101a	SIGNATURE CARD FILES. KEYWORDS: These identify signatures of certifying officers who certify vouchers. Included are signature cards and related documents.	Destroy 3 years after revocation of the designation.
37-101-1a	TRANSMITTAL LETTER FILES. KEYWORDS: Copies of transmittal letters used for forwarding allotment forms and similar documents.	Destroy after 6 months.
37-103a	COLLECTION VOUCHER FILES. KEYWORDS: Copies of documents sent to disbursing officers by sales officers and other officials. These people are authorized to accept amounts due the United States from individuals, organizations, or governmental agencies. Not included are files accumulated by fiscal officers. Collection voucher files include -- a. Deposit reports. b. Collection report for sales of services and supplies (other than subsistence). c. Sales accounts of public property sold at public auction or on sealed proposals. d. Schedule of collections. e. Comparable documents.	Destroy after 3 years, except that when these documents are part of accounts or files described elsewhere, dispose of them in the same way as those accounts or files.
37-104-3a	MISCELLANEOUS MILITARY PAY VOUCHER FILES. KEYWORDS: Documents relating to the general administration of the military pay voucher system. Due to their general nature, these are not filed in the PFR. Included are-- a. Copies of Laundry/Dry Cleaning Roster and Statement. b. Orders c. Finance checklists. d. Similar payroll suspense documents.	Destroy after 1 year, or earlier if they have served their purpose.

<u>Number</u>	<u>Description</u>	<u>Disposition</u>
37-104-3b	<p>PERSONAL FINANCIAL RECORD FILES.</p> <p>KEYWORDS:</p> <p>A personal financial record is maintained for each military member on active duty, except for personnel serving in a status of 6 months or less active duty for training. For personnel in the latter category, a Financial Data Records Folder will be maintained as prescribed by AR 37-104-3. Filing instructions for documents constituting the PFR are prescribed by AR 37-104-3, and include--</p> <ul style="list-style-type: none"> <li>a. Leave record election of pay option.</li> <li>b. Authorization to start and stop basic allowance for quarters.</li> <li>c. Application for basic allowance for quarters for member with dependent(s).</li> <li>d. Allotment change or correction.</li> <li>e. Allotment authorization.</li> <li>f. Commercial insurance solicitation record.</li> <li>g. Withholding exemption certificate and forms.</li> <li>h. Determination of withholding allowance for itemized deductions.</li> <li>i. Military pay voucher.</li> <li>j. Internal Revenue notice of exception.</li> <li>k. Pay adjustment authorization.</li> <li>l. Casual payment receipt.</li> <li>m. Cash collection voucher.</li> <li>n. Statement to substantiate payment of family separation allowance.</li> <li>o. Request and authority for leave.</li> <li>p. Allotment documents and discontinuance notices.</li> <li>q. Statement of service.</li> <li>r. Report of pay change.</li> <li>s. Local payment receipt, pay, and allowance inquiries.</li> <li>t. Notices of indebtedness.</li> <li>u. Leave and earnings statement.</li> <li>v. Memoranda affecting member's pay, such as promotion orders, reduction orders, courts-martial and Article 15 orders, and incentive pay orders.</li> </ul>	<p>Destroy on separation or retirement of individual after final payment is made.</p>

↑

PRIVACY  
ACT:  
A0305.10a  
DACA  
(and)  
A0305.10b  
DACA

40: MEDICAL SERVICES

Prescribing Directive(s): AR 40-66, Medical Record and Quality Assurance Administration

These records concern the administration and operation of Army medical treatment facilities; medical, dental, and veterinary care; and medical, dental, and veterinary equipment and supplies.

<u>Number</u>	<u>Description</u>	<u>Disposition</u>
40	GENERAL MEDICAL SERVICE CORRESPONDENCE. KEYWORDS: Use this number for general correspondence relating to medical services that cannot logically be filed with the detailed records listed below.	Destroy after 2 years.
40-66a	HEALTH RECORD FILES. KEYWORDS: Health Record Jackets of Reserve Component members that are maintained by the unit of assignment.	Disposition is governed by AR 40-66.
40-66b	DENTAL HEALTH RECORD FILES. KEYWORDS: Documents reflecting dental treatment for Reserve Component personnel. Included are dental health records and corresponding X-rays for each individual.	Permanent. Transfer and disposition will be in accordance with AR 40-66.

↑  
PRIVACY  
ACT:  
A0917.01a  
DASG

58: MOTOR TRANSPORTATION

Prescribing Directive(s): AR 58-1, Management, Acquisition, and  
 • Use of Administrative Use Motor  
 Vehicles

These records concern the administration, registration, operation, and management of motor vehicles and motor pools.

<u>Number</u>	<u>Description</u>	<u>Disposition</u>
58	GENERAL MOTOR TRANSPORTATION CORRESPONDENCE. KEYWORDS: Use this number for general correspondence relating to motor transportation that cannot logically be filed with the detailed records listed below.	Destroy after 2 years.
58-1a	DISPATCHER ORGANIZATIONAL CONTROL RECORD FILES. KEYWORDS: Documents used to reflect the dispatch of equipment. Normal information includes name of user, time out, destination, equipment identification, and estimated time of return.	Destroy after 1 month.
58-1b	EQUIPMENT DAILY USE FILES. KEYWORDS: Documents completed by dispatcher and operator to provide information on the daily use of equipment.  <u>Note.</u> This number is used when the equipment log-book is not used.	Destroy after required transfer of information to other records unless required for accident investigation or state gasoline tax purposes.

65: POSTAL SERVICE

Prescribing Directive(s): Mail and postal matters at the unit level are prescribed by DOD Postal Manual 4525.6-M, Vol II, "Mail Handling and Delivery Procedures for Mail Rooms and Postal Service Centers"; however, for consistency of numbering within MARKS, they are identified here with the related AR 65-series on Postal Service.

These records concern policies, procedures, and instructions on Army postal service, including postal finance services; transmission systems for mail; unit mail service; postal supplies and equipment; and postal reports and records.

<u>Number</u>	<u>Description</u>	<u>Disposition</u>
65	GENERAL POSTAL CORRESPONDENCE FILES. KEYWORDS: Postal, Mail Use this number for general correspondence relating to postal service that cannot logically be filed with the detailed records listed below.	Destroy after 2 years.
65a	POSTAL PERSONNEL DESIGNATION FILES. KEYWORDS: Documents designating military postal clerks, custodians of postal effects, and unit mail clerks. Included are: a. Designating and relieving documents. b. Oaths of office and appointment affidavits. c. Related papers.	Destroy 3 years after termination of designation.
65b	POSTAL LOSS AND SHORTAGE FILES. KEYWORDS: Documents are -- a. Recording, reporting, and investigating losses and shortages of postage stamps, stamped paper, and funds from their sale. b. Losses or shortages of money order forms or funds. c. Losses or destruction of mail, including delay,	Destroy 1 year after completion of investigation.

↑  
PRIVACY  
ACT:  
A1108.05a  
DAAG

<u>Number</u>	<u>Description</u>	<u>Disposition</u>
	<p>accident, or loss through theft or rifling, involving mail.</p> <p>d. Message reports with facts about the loss or shortage.</p> <p>e. Investigation progress reports.</p> <p>f. Records of postal claims.</p> <p>g. Records of lost or rifled mail.</p> <p>h. Related papers.</p>	
65c	<p>POSTAL DIRECTORY SOURCE FILES.</p> <p>KEYWORDS:</p> <p>Documents used to prepare and maintain postal directory cards. Included are copies of orders, memorandums, admission/disposition sheets, and similar documents.</p>	<p>Destroy after posting to the locator cards.</p>
65d	<p>POSTAL DIRECTORY FILES.</p> <p>KEYWORDS:</p> <p>Cards used to maintain a locator system to facilitate mail delivery to individuals. Included are locator cards and file inspection records.</p>	<p>An inactive file will not be established. Withdraw and destroy locator cards 1 year after transfer, departure, or separation of related individuals, except that cards on trainees at Army training facilities, patients at hospitals, and students at service schools will be withdrawn and destroyed 6 months after departure. Destroy inspection record 1 year after card is filed.</p>
65e	<p>STANDING DELIVERY ORDER FILES.</p> <p>KEYWORDS:</p> <p>Documents that authorize representatives to pick up mail on a continuing basis. Included are standing delivery order forms or comparable forms used for the same purpose.</p>	<p>Destroy 3 years after revocation of authorization.</p>

PRIVACY  
ACT:  
All08.16a  
DAAG

PRIVACY  
ACT:  
All08.13  
DAAG

<u>Number</u>	<u>Description</u>	<u>Disposition</u>
65f	UNIT MAILROOM ACCOUNTABLE MAIL RECEIPT FILES. KEYWORDS: Documents reflecting the receipt of registered, certified, and numbered insured mail. Included are -- a. DD Form 434 (Record of Accountable Mail). b. USPS Form 3883 (Firm Delivery Book Record -- Registered, Certified, and Numbered Insured). c. USPS Form 3813 (Receipt for Insured Mail). d. USPS Form 3806 (Window Registration Book). e. USPS Form 3877 (Firm Mailing Book).	Destroy after 3 years.
65g	MAIL CALL AND HOURS OF COLLECTION FILES. KEYWORDS: Documents relating to hours of mail collection and dispatch. Included are mail call forms, hours of collection forms, and related documents.	Destroy when obsolete or when intended purpose has been served.
65h	UNIT MAIL CLERK RECEIPT FILES. KEYWORDS: Documents used by unit mail clerks to show receipt for funds for money orders, stamps, and envelopes when it is impractical for individuals to make purchases personally. Included are unit mail clerk's receipt for funds and purchase record forms or comparable forms used for the same purpose.	Destroy after 2 years.
65i	POSTAL LOCKBOX ASSIGNMENT FILES. KEYWORDS: Documents used to record the assignment of individual postal lockboxes.	Place in inactive file upon termination of assignment. Destroy upon reassignment of lockbox.

<u>Number</u>	<u>Description</u>	<u>Disposition</u>
65j	UNIT MAILROOM INSPECTION FILES. KEYWORDS: Documents relating to inspections of mailroom operations. Included are DA Form 4783 (Unit Mail Service Inspection Checklist), similar forms, and related documents.	Destroy after 1 year.

75: EXPLOSIVES

Prescribing Directive(s): AR 75-15, Responsibilities and Procedures for Explosive Ordnance Disposal

These records concern responsibilities and procedures in connection with use, safety, and disposition of explosives, and explosive ordnance disposal activities.

<u>Number</u>	<u>Description</u>	<u>Disposition</u>
75	GENERAL EXPLOSIVE CORRESPONDENCE. KEYWORDS: Use this number for general correspondence relating to explosives that cannot logically be filed with the detailed records listed below.	Destroy after 2 years.
75-15a	EXPLOSIVE ORDNANCE INCIDENT REPORTING. KEYWORDS: a. Reports on -- (1) Data on the Notification. (2) Requests for assistance. (3) Action taken concerning explosive ordnance that constitutes a potential hazard to operations, installations, personnel, or materiel. (4) Assistance provided to civil authorities on disposal of non-military commercial-type explosives, chemicals, or other dangerous articles. b. Included are -- (1) Reconnaissance reports. (2) Explosive ordnance incident reports. (3) Supporting documents. (4) Related papers.	EOD Control Detachments: Destroy after 6 years.  Other offices: Destroy after 2 years.
75-15b	EXPLOSIVE ORDNANCE DISPOSAL (EOD) ACTIVITY REPORTING FILES. KEYWORDS: a. Reports reflecting summaries of EOD activities and workload status used in planning, programming, and revising EOD activities. Included are activity reports and related documents.	EOD staff offices: Destroy after 6 years.  Other offices: Destroy after 2 years.

95: AVIATION

Prescribing Directive(s): AR 95-5, Aircraft Accident Prevention, Investigation, and Reporting

These records concern Army flight regulations and operations; Army aviator flying proficiency and instrument qualification, ratings, logging of flying time, and records; investigation of flight violations; flying safety; and personal qualifications involved in flight training.

<u>Number</u>	<u>Description</u>	<u>Disposition</u>
95	GENERAL AVIATION CORRESPONDENCE. KEYWORDS: Use this number for general correspondence relating to aviation that cannot logically be filed with the detailed records listed below.	Destroy after 2 years.
95-5a ↑ PRIVACY ACT: A0607.01b DAPE	AVIATION ACCIDENT AND INCIDENT CASE FILES. KEYWORDS: Documents relating to individual accidents. Included are reports of accidents and investigations involving Army aircraft and property damage resultant therefrom.	Reviewing offices: Destroy after 5 years.  Offices initiating reports and investigations: Destroy after 2 years.
95-5b ↑ PRIVACY ACT: A111.01a DAPC	INDIVIDUAL FLIGHT RECORD FILES. KEYWORDS: Documents that record the experience of individuals piloting Army aircraft. Included are-- a. Individual Flight records. b. Aeronautical rating orders. c. Flying status orders. d. Qualification records. e. Reports of annual physicals. f. Related Records.	Forward with MPRJ on reassignment, change of duty status, retirement, discharge or death of individual.

<u>Number</u>	<u>Description</u>	<u>Disposition</u>
95-33a	ARMY AIRCRAFT INVENTORY, STATUS, AND FLYING TIME REPORTING FILES. KEYWORDS: Documents accumulated in Army commands and organizations as a result of reporting to higher headquarters data pertaining to aircraft held on an accountable basis. They consist of such reports as DA Form 1352, Army Aircraft Inventory, Status and Flying Time; comparable forms; proof listings; transmittal listings, and related papers.	Destroy after 1 year.

105: COMMUNICATIONS-ELECTRONICS

Prescribing Directive(s): AR 105-1, Telecommunications Management  
AR 105-24, Radio Frequency and Call Sign  
Assignments for US Army Communica-  
tions-Electronics Activities

These records concern testing and operation of communications and electronics systems, such as radio, telephone, teletypewriter, and radar.

Note: Radio efficiency reporting files (number 105-24b, below) are prescribed by DOD Instruction 4850.1; however, for convenience and consistency within MARKS, they are identified here with related radio frequency records under AR 105-24.

<u>Number</u>	<u>Description</u>	<u>Disposition</u>
105	GENERAL COMMUNICATIONS-ELECTRONICS CORRESPONDENCE. KEYWORDS: Use this number for general correspondence relating to communications electronics that cannot logically be filed with the detailed records listed below.	Destroy after 2 years.
105-1a	OFFICE MESSAGE REFERENCE FILES. KEYWORDS: Incoming and outgoing messages in numerical or date order for reference purposes in offices other than signal communications centers, and official mail rooms. Official copies of messages must be filed in the office's MARKS files.	Destroy after 1 year.
105-24a	RADIO FREQUENCY FILES. KEYWORDS: Documents concerning the authorizing, allocating, assignment, and use of radio frequencies and call signs.	Correspondence relating to concurrence of the Federal Communications Commission: Destroy after 1 year.  Other documents: Destroy on supersession, cancellation, or on discontinuance of the assignment or use.

<u>Number</u>	<u>Description</u>	<u>Disposition</u>
105-24b	RADIO EFFICIENCY REPORTING FILES. KEYWORDS: Reports of communications efficiency and data such as -- <ol style="list-style-type: none"><li>a. Time lost because of poor operating conditions.</li><li>b. Equipment adjustment operations.</li><li>c. Errors.</li><li>d. Scheduled maintenance of equipment.</li><li>e. Summary of frequencies used.</li><li>f. Radio circuit efficiency reports.</li><li>g. Circuit operational summaries.</li><li>h. Similar documents.</li></ol>	Destroy after 6 months.

140: ARMY RESERVE

Prescribing Directive(s): AR 140-111, Enlistment and Reenlistment  
 AR 140-158, Enlisted Personnel Classification, and Reduction  
 AR 140-185, Training and Retirement Point Credits and Unit Level Strength Accounting Records

These records concern the mission, organization, administration, and training of the US Army Reserve, including but not limited to facilities, management, and separation of USAR personnel.

<u>Number</u>	<u>Description</u>	<u>Disposition</u>
140	GENERAL ARMY RESERVE CORRESPONDENCE. KEYWORDS: Use this number for general correspondence relating to Army Reserve that cannot logically be filed with the detailed records listed below.	Destroy after 2 years.
140-111a	WAITING LIST FILES. KEYWORDS: Documents with names of applicants for membership in a reserve unit, and related personnel data. Included are bound notebooks and related documents.	Destroy 2 years after last name has been deleted.
140-158a	MOS CLASSIFICATION CORRESPONDENCE. KEYWORDS: Copies of proceedings covered to evaluate or reevaluate enlisted personnel of the Army Reserve and to decide action to be taken. Examples are reclassification, reassignment, reduction, or discharge because of mental or physical inability, emotional instability, inefficiency, or other reasons.	Destroy after 2 years.

<u>Number</u>	<u>Description</u>	<u>Disposition</u>
140-158b	<p>ENLISTED PROMOTION FILES.</p> <p>KEYWORDS: Documents related to considering enlisted personnel for promotion. Included are--</p> <ol style="list-style-type: none"> <li>a. Approved and disapproved requests.</li> <li>b. Orders.</li> <li>c. Promotion lists.</li> <li>d. Related documents.</li> </ol>	<p>Destroy on promotion of individual.</p> <p>Forward with MPRJ on change of MPRJ custodian.</p>
<hr/>		
140-185a	<p>RESERVE UNIT ATTENDANCE RECORD SET.</p> <p>KEYWORDS: Attendance records of members of Reserve Component units and activities during training or drill periods. Included are original DA Forms 1379 and supporting documents. Any data on the attendance reference copy that is vital to determining retirement point credits will be entered on the DA Form 1379. The form should be folded and placed in letter-size folders.</p>	<p>Cut off yearly and transfer to organization assigned by CONUS Army commander or major oversea commander; hold 1 year, then retire to RCPAC, 9700 Page Blvd, St Louis, MO 63132.</p>
140-185b	<p>RESERVE UNIT ATTENDANCE REFERENCE SET.</p> <p>KEYWORDS: Documents used as worksheets and reference when the original attendance record is not available within the unit. Included are carbon copies of DA Form 1379, DA Form 1380, and related documents. Data entered on these documents, which are vital to determining retirement point credits, will be posted to the original DA Form 1379 and maintained under this number.</p>	<p>Destroy after 1 year.</p>

145: RESERVE OFFICER TRAINING CORPS (ROTC)

Prescribing Directive(s): AR 145-1, Senior ROTC Program Organization, Administration, and Training

These records concern functions, responsibilities, organization, and procedures in the administration of the Army ROTC program.

<u>Number</u>	<u>Description</u>	<u>Disposition</u>
145	GENERAL ROTC CORRESPONDENCE. KEYWORDS: Use this number for general correspondence relating to ROTC that cannot logically be filed with the detailed records listed below.	Destroy after 2 years.
145-1a	ROTC ENROLLMENT REPORTING FILES. KEYWORDS: Documents relating to ROTC enrollment data reported to TRADOC. Included are-- a. Forms. b. Consolidated reports. c. Related documents.	Destroy after 3 years.
145-1b	ROTC CAMP FILES. KEYWORDS: Documents of operating and administering annual camp training of ROTC students.	Destroy 1 year after completion of subsequent camp.
145-1c	ROTC CADET RECORD FILES. KEYWORDS: DA Forms 131 (ROTC Cadet Record) reflecting data of enrollment, training and disposition of ROTC cadets. These files are not needed for institutional purposes after the student leaves or after the unit is withdrawn.	Destroy in CFA 5 years after cadet terminates enrollment in ROTC, or 5 years after withdrawal of unit from the institution. If cadet transfers to another ROTC institution, transfer record to the gaining institution on request as provided in AR 145-1.

↑  
PRIVACY  
ACT:  
AO703.04a  
DAPC

<u>Number</u>	<u>Description</u>	<u>Disposition</u>
145-1d ↑ <b>PRIVACY ACT: A0703.04a DAPC</b>	<p>ROTC CADET MPRJ FILES.</p> <p>KEYWORDS: Documents relating to ROTC cadets. These documents are filed in DA Form 210 (MPRJ). Included in each MPRJ are--</p> <ol style="list-style-type: none"> <li>The record of military status of registrant.</li> <li>Armed Forces security questionnaire.</li> <li>Acknowledgement of understanding of service requirement.</li> <li>ROTC graduate branch selection record.</li> <li>Report of medical examination.</li> <li>Photographs.</li> <li>Letters of commendation.</li> </ol> <p><u>Note.</u> ROTC cadet records (DA Form 131) are maintained under number 145-1c.</p>	<p>On appointment in the USAR or on disenrollment, withdraw documents except those to be sent in the MPRJ. File under number 145-1e. Forward MPRJ to first assigned organization, appropriate area commander, or RCPAC, as indicated in AR 145-1.</p>
145-1e ↑ <b>PRIVACY ACT: A0703.04a DAPC</b>	<p>ROTC SEPARATED CADET FILES.</p> <p>KEYWORDS: Documents are maintained in manila folders. In each of the former cadet's file are--</p> <ol style="list-style-type: none"> <li>The Armed Forces security questionnaire.</li> <li>Deferment agreement.</li> <li>ROTC graduate branch selection record.</li> <li>Report of medical examination.</li> <li>Photographs.</li> <li>Letters of commendation.</li> </ol> <p><u>Note.</u> ROTC cadet records (DA Form 131 ) are maintained under number 145-1c.</p>	<p>Destroy after 1 year or on withdrawal of unit from ROTC program.</p>
145-1f	<p>ROTC SCREENING TEST ANSWER SHEET FILES.</p> <p>KEYWORDS: Documents related to administering the General Screening Test or ROTC Qualifying Examination. Included are scored answer sheets and related documents.</p>	<p>Destroy after 3 months.</p>

<u>Number</u>	<u>Description</u>	<u>Disposition</u>
145-1g	<p>ROTC UNIT PAY AND ALLOWANCE FILES.</p> <p>KEYWORDS: Files created under the military pay record system. Included are organizational payroll records created by the unit, such as--</p> <p>a. Papers used in preparing vouchers pertaining to pay, travel, or other allowances.</p> <p>b. Vouchers, copies of which have been sent to the disbursing officer for payment.</p>	<p>Destroy after 3 years.</p>
145-1h	<p>ROTC COMMUTATION OF UNIFORM FILES.</p> <p>KEYWORDS: Documents of commutation of uniform funds received and disbursed for ROTC students. Documents are filed by academic class year. Included are control ledger card sheets and related documents.</p>	<p>Destroy 3 years after the end of the school year in which commutation of uniforms for a class will no longer continue.</p> <p><u>Note.</u> The active period is 4 years for institutions drawing commutation for advanced students only.</p>
145-1i	<p>ROTC MILITARY PROPERTY FILES.</p> <p>KEYWORDS: Documents relating to accountability of property held by ROTC activities. Included are vouchers, requisitions, stock record cards, voucher registers and reports.</p>	<p>Destroy after 2 years.</p>
145-1j	<p>ROTC CADET EVALUATION REPORTING FILES.</p> <p>KEYWORDS: Documents of cadet evaluations, which are prepared by Professors of Military Science and commanders prior to graduation. Included are evaluation reports and related documents.</p>	<p>Destroy 2 years after graduation, or forward to higher command when requested.</p>

↑  
 PRIVACY  
 ACT:  
 A0703.04a  
 DAPC

190: MILITARY POLICE

Prescribing Directive(s): AR 190-13, The Army Physical Security Program  
AR 190-40, Serious Incident Report

These records concern enforcement of military discipline; physical security; traffic control; control over firearms and dangerous weapons; and apprehension, restraint, confinement, administration, sentences, parole, restoration, and disposition of prisoners.

<u>Number</u>	<u>Description</u>	<u>Disposition</u>
190	GENERAL MILITARY POLICE CORRESPONDENCE. KEYWORDS: Use this number for general correspondence relating to Military Police that cannot logically be filed with the detailed records listed below.	Destroy after 2 years.
190-13a	GUARD REPORTING FILES. KEYWORDS: Copies of DA Form 904 (Guard Report).	Destroy after 1 year
190-13b	GATE GUARD FILES. KEYWORDS: Documents relating to measures taken to guard government facilities and military prisoners (US Armed Forces personnel). Included are-- a. Assignment Sheets. b. Gun registers. c. Registers reflecting movement of personnel or vehicles into or out of Government facilities. d. Package passes. e. Routine or negative reports. f. Similar documents.	Destroy after 6 months.
190-40a	SERIOUS INCIDENT REPORTING FILES KEYWORDS: Reports of serious incidents which may embarrass or be of concern to the DA or DOD. Included are initial, supplemental, terminal, and special interest follow-up reports, and related documents.	Destroy 1 year after completion or receipt of final report.

↑  
PRIVACY  
ACT:  
A0508.24a  
DAPE

210: INSTALLATIONS

Prescribing Directive(s): AR 210-130, Laundry/Dry Cleaning Operations

These records concern the use by organizations and units of installation laundry and dry cleaning facilities.

<u>Number</u>	<u>Description</u>	<u>Disposition</u>
210	GENERAL INSTALLATION CORRESPONDENCE. KEYWORDS: Use this number for general correspondence relating to installations that cannot logically be filed with the detailed records listed below.	Destroy after 2 years.
210-130a	UNIT AND ORGANIZATIONAL LAUNDRY AND DRY CLEANING FILES. KEYWORDS: Documents relating to laundry and dry cleaning service for unit members. Included are laundry and dry cleaning lists and related documents.	Destroy after 1 year

↑  
PRIVACY  
ACT:  
A1427.01a  
DALO

220: FIELD ORGANIZATIONS

Prescribing Directive(s): AR 220-1, Unit Status Reporting  
 AR 220-15, Journals and Journal Files  
 AR 220-45, Duty Rosters

These records concern actions affecting field units such as movement, training, mission readiness, and unit documents (rosters and journals).

Note: Personnel Readiness Files (number 220-1b, below) are not prescribed by an Army Regulation; however, for convenience and consistency within MARKS they are identified here with related unit readiness records under AR 220-1.

<u>Number</u>	<u>Description</u>	<u>Disposition</u>
220	GENERAL FIELD ORGANIZATION CORRESPONDENCE. KEYWORDS: Use this number for general correspondence relating to field organizations that cannot logically be filed with the detailed records listed below.	Destroy after 2 years.
220-1a	UNIT STATUS REPORTING FILES. KEYWORDS: Documents relating to the status and actual readiness conditions of an organization. Included are-- a. Individual and consolidated unit readiness reports. b. Personnel status reports. c. Logistic readiness reports. d. Papers concerning the actual readiness of the organization. e. Related documents.	Destroy after 2 years.
220-1b	PERSONNEL READINESS FILES. KEYWORDS: Documents of personal information on soldiers subject to rapid deployment in support of contingency plans. Included are-- a. Checklists. b. Change of address card. c. Record of emergency data. d. Bailment agreement. e. Application for storage, transportation, and shipment of personal effects.	Transfer with MPRJ in accordance with AR 640-10. Destroy when superseded, obsolete, or when the soldier is separated.

<u>Number</u>	<u>Description</u>	<u>Disposition</u>
	f. Application for basic allowance for quarters.	
	g. Related papers.	
220-15a	DAILY JOURNAL, STAFF JOURNAL, AND TACTICAL OPERATIONS CENTER (TOC) LOG FILES. KEYWORDS: Documents reflecting a chronological record of events affecting a headquarters, a TOC, or an organization during a given period of time. Included are journals and logs, and documents necessary to support entries thereon, such as copies of orders, periodic reports of a unit and its subordinate or attached units, periodic reports of higher and lateral units when applicable, personnel reports, ammunition expenditure charts, other statistical data, and similar documents. Excluded are daily activity reports of a house-keeping nature as described in 220-45a, b, and c below.  Note: Related records are identified in numbers 525a, 525b, 870-5a and 870-5b.	Peacetime: Destroy after 5 years.  Mobilization: a. Units in a combat environment or designated as combat support elements, and offices of HQDA: Permanent. b. Other Offices: Destroy after 5 years.
220-45a	DUTY REPORTING FILES. KEYWORDS: Documents prepared by duty officer of the day or by personnel on charge of quarters duty. Included are daily activity reports and related documents.	Destroy after 6 months.
220-45b	DUTY ROSTER FILES. KEYWORDS: Documents used for recording routine duties performed by personnel, plus special duties performed on a rotating basis.	Destroy 3 months after last entry.

230: NONAPPROPRIATED FUNDS AND RELATED ACTIVITIES

Prescribing Directive(s): AR 230-1, The Nonappropriated Fund System

These records concern the administration of and accounting for non-appropriated funds (NAF) and activities financed therefrom.

<u>Number</u>	<u>Description</u>	<u>Disposition</u>
230	GENERAL NONAPPROPRIATED FUNDS AND RELATED ACTIVITIES CORRESPONDENCE. KEYWORDS: Use this number for general correspondence relating to NAF that cannot logically be filed with the detailed records listed below.	Destroy after 2 years.
230-1a	NAF ACCOUNT FILES. KEYWORDS: Documents relating to the administration of activities financed by unit funds. Included are-- <ol style="list-style-type: none"> <li>a. Inmates' welfare funds, stockade welfare funds, and commandants' welfare funds.</li> <li>b. Checkbooks.</li> <li>c. Loose cancelled checks.</li> <li>d. Loose check stubs.</li> <li>e. Bank deposit slips.</li> <li>f. Bank statements.</li> <li>G. Monthly bank account reconciliations.</li> <li>h. Statements of operations and net worth.               <ol style="list-style-type: none"> <li>i. Reports of audit.</li> <li>j. Cash property and reconciliation records.</li> <li>k. Property receipts.</li> <li>l. Security safekeeping receipts.</li> <li>m. Similar documents.</li> </ol> </li> </ol>	Destroy after 3 years.

310: MILITARY PUBLICATIONS

Prescribing Directive(s): AR 310-2, Identification and Distribution of DA publications and Issue of Agency and Command Administrative Publications  
 AR 310-10, Military Orders  
 AR 310-31, Management System for Tables of Organization and Equipment (The TOE System)  
 AR 310-49, The Army Authorization Document System (TAADS)

These records concern policies and procedures for preparation, review, approval, production and distribution of official publications, media and numbering.

Note: Although numbers 310-2a, 310-2b and 310-2f are not specifically prescribed by AR 310-2, they are included here for convenience and ease of identification under MARKS.

---

310	GENERAL MILITARY PUBLICATIONS CORRESPONDENCE. KEYWORDS: Use this number for general correspondence relating to military publications that cannot logically be filed with the detailed records listed below.	Destroy after 2 years.
-----	--	------------------------

---

310-2a	HOUSEKEEPING INSTRUCTION FILES. KEYWORDS: Memorandums of instruction dealing with internal administrative procedures. <u>Note</u> : This number does not apply to instructions issued on mission functions, which are filed with the mission records.	Destroy when superseded or obsolete.
310-2b	POLICY AND PRECEDENT FILES. KEYWORDS: Extra copies of policy or precedent documents for future and continuing action. Normally, these files are maintained at the operating level.	Destroy each document when superseded or obsolete. Destroy entire file on discontinuance of the element to which it relates.

<u>Number</u>	<u>Description</u>	<u>Disposition</u>
	Included are-- a. Standing operating procedures. b. Statements of policy or procedure. c. Examples of typical cases. d. Other documents duplicated in the office's files.	
310-2c	REFERENCE PUBLICATION FILES. KEYWORDS: Publications from any Army element, other Government agencies, and non-governmental organizations kept for reference within a unit or office. Also includes technical material, such as motion pictures, sound recordings, still photographs, transparencies, charts, and maps retained for reference.	Destroy when superseded, obsolete or no longer needed for reference, except that accountable publications will be returned to supply channels.
310-2d	PUBLICATION REFERENCE SET FILES. KEYWORDS: Offices that issue publications will maintain one set for reference purposes. It also includes copies of other publications issued by the office for which a "Record Set" is not required (such as DD Form 1610, TDY travel orders, indorsements to orders, invitational travel orders, daily or weekly bulletins, and similar documents). Mark each folder or binder in this set "Reference Set" and keep posting up to date.	Destroy when superseded, obsolete or no longer needed for current operations.
310-2e	PUBLISHING OFFICE BACKGROUND FILES. KEYWORDS: Document accumulated by offices responsible for collecting and publishing material prepared by other offices. These are also filed in appropriate functional files. Included are-- a. Articles. b. Documents used to prepare personnel-type orders. c. Items for inclusion in daily, weekly, or monthly bulletins.	Destroy after 1 year.

<u>Number</u>	<u>Description</u>	<u>Disposition</u>
	d. Similar data for inclusion in other Government publication e. Comparable documents, but not those for the job jacket file.	
310-2f	<p>TRAINING MEDIA FILES. KEYWORDS: Documents accumulated by activities engaged in training operations, particularly the conduct of training. Included are training schedules, programs, lesson plans, memoranda, directives, and related documents.</p>	<p>Lesson plans: Destroy when superseded or obsolete.</p> <p>Other documents: Destroy after 1 year</p>
310-10a	<p>PERSONNEL TYPE ORDER FILES. KEYWORDS: Announcements of promotions, separations, courtmartial, certain travel, and certain personnel actions issued by any element of the Army, per the specific non-permanent formats in AR 310-10. Does not include DD Form 1610 (Request and Authorization for TDY Travel of DOD Personnel) or invitational travel orders, for which see 310-2d.</p>	<p>Organizations not converting the data to microform: Destroy after 56 years. Retire to Washington National Center.</p> <p>Organizations converting the data to microform under an approved MICRODIS: a. Original documents: Destroy after verification that the microform meets prescribed quality standards and that the microform is an adequate substitute for the original documents. b. Microforms: (1) Original microforms: Destroy after 56 years. Retire to Washington National Records Center. (2) Other microform copies: Destroy when no longer needed for current operations.</p>

<u>Number</u>	<u>Description</u>	<u>Disposition</u>
310-10b	<p>PERMANENT ORDER BACKGROUND FILES. KEYWORDS: Documents relating to the preparation, review, and issue of permanent orders per the specific permanent orders formats in AR 310-10. Included are studies, documents reflecting coordinating actions, recommendations or concurrences, and similar documents that provide a basis for issuance or contribute to the content.</p>	<p>Offices not converting the data to microform: Destroy after 25 years.</p> <p>Offices converting the data to microform under an approved MICRODIS: a. Original documents: Destroy after verification that the microform meets prescribed quality standards and is an adequate substitute for the original documents. b. Microforms: (1) Original microforms: Destroy after 25 years. (2) Other microform copies: Destroy when no longer needed for current operations.</p>
310-10c	<p>PERMANENT ORDER RECORD SET. KEYWORDS: "Records Set" of permanent orders issued by any element of the Army. Each folder, binder, or microform will be distinctly marked "Record Set" and will not be charged out or posted. These orders pertain to such matters as organizational actions, awards, and decorations.</p>	<p>Offices not converting the data to microform: Permanent. Retire with the next regular shipment.</p> <p>Offices converting all data to microform under MICRODIS: a. Original documents: Destroy after verification that the microform meets prescribed quality standards and that the microform is an adequate substitute for the original documents.</p>

<u>Number</u>	<u>Description</u>	<u>Disposition</u>
		b. Microforms: (1) One silver halide microform set and one diazo or vesicular copy: Permanent. (2) Other microform copies: Destroy when no longer needed for current operations.
310-31a	ORGANIZATION AND ALLOWANCE FILES. KEYWORDS: Documents relating to setting up or changing an organization, personnel allowances, and equipment allowances. Included are published TOEs and MTOEs or TDAs and MTDAs, and comments or changes to them, plus related documents.	Published documents: Destroy when superseded, obsolete or no longer required for current operations.  Other documents: Destroy after 3 years.
310-31b	EQUIPMENT TABLE FILES. KEYWORDS: Documents that govern the issue and authorization to have equipment on hand. Included are MTOEs, letters of authorization, and related documents.	Destroy when superseded or obsolete.
310-49a	ACTIVATION AND STATUS CHANGE FILES. KEYWORDS: Documents related to activating, deactivating, reorganizing, relocating, disbanding, or discontinuing Active Army, USAR, ROTC, and ARNG units. Included are-- a. Request for publication of DA letters directing change in status. b. DA letters or other forms of implementing instructions. c. Copies of published general orders. d. Affiliation agreements. e. Coordination actions. f. Related documents.	Destroy 5 years after transfer, discontinuance, or disbandment of related unit.

340: OFFICE MANAGEMENT

Prescribing Directive(s): AR 340-XX (Test), Modern Army Record-Keeping System (MARKS) for TOE and Certain Other Units of the Army  
 AR 340-3, Official Mail  
 AR 340-4, Files Equipment  
 AR 340-8, Army Word Processing Program  
 AR 340-17, Release of Information and Records From Army Files  
 AR 340-20, Office Copiers  
 AR 340-21, The Army Privacy Program  
 AR 340-22, The Army Micrographics Program

These records concern receipt, distribution, preparation, and transmission of mail; control and methods of transmitting official mail; maintenance, evaluation, disposal, retirement, storage of records for which the Army is responsible; filing equipment; document reproduction; safeguarding nondefense information; and release of information and records contained in Army files.

Note: Although numbers 340a through 340d are not specifically prescribed by the AR 340-series, they are included here for convenience and ease of identification under MARKS.

<u>Number</u>	<u>Description</u>	<u>Disposition</u>
340	GENERAL OFFICE MANAGEMENT CORRESPONDENCE. KEYWORDS: Use this number for general correspondence relating to office management that cannot logically be filed with the detailed records listed below.	Destroy after 2 years.
340a	OFFICE MANAGEMENT FILES. KEYWORDS: Documents relating to the administration of an office. These documents concern-- a. Internal office procedures, hours of duty, and individual duties that are not continuing. b. Charitable affairs, such as blood donations and contributions.	Destroy after 1 year

<u>Number</u>	<u>Description</u>	<u>Disposition</u>
	<ul style="list-style-type: none"> <li>c. Public relations and information activities such as open-house programs and special events (not articles, news releases, or similar items that promote or publicize the office's mission).</li> <li>d. Emergency evacuation procedures, such as fire or civil defense.</li> <li>e. Protective services, parking, traffic control, and allied matters.</li> <li>f. Office safety.</li> <li>g. Routine use of ADP.</li> <li>h. Administration, but other than those described elsewhere in this appendix.</li> </ul>	
340b	<p>OFFICE SERVICE AND SUPPLY FILES. KEYWORDS: Documents relating to an office's ordinary supplies and equipment, communications, transportation, custodial or other services required by an office, and to the general maintenance of an office. Included are--</p> <ul style="list-style-type: none"> <li>a. Requests and receipts for supplies, equipment, and similar items.</li> <li>b. Request and other documents about issuing keys and locks to an office.</li> <li>c. Requests for publications and blank forms and other papers relating to supply and distribution of publications to an office.</li> <li>d. Documents relating to local transportation and drayage services.</li> <li>e. Documents relating to custodial services.</li> <li>f. Requests to install telephones, floor plans showing location of telephone extensions, requests for changes to telephone directories, and similar papers.</li> <li>g. Documents relating to office heating, lighting, ventilation, cooling, electrical, and plumbing systems.</li> <li>h. Documents relating to painting, partitioning, repairing, or other aspects of maintenance.</li> </ul>	<p>Destroy 1 year after completion of action, except destroy pinpoint distribution files (DA Form 12-series) when superseded or obsolete.</p>

<u>Number</u>	<u>Description</u>	<u>Disposition</u>
	i. Documents relating to other logistical services required by an office.	
340c	OFFICE PROPERTY RECORD FILES. KEYWORDS: Cards, lists, and receipts, or comparable documents showing accountable property charged to the office, but not including the formal supply accounting records described in number 710-2a of this appendix.	Destroy when superseded, obsolete, or when the property is turned in.
340d	READING FILES. KEYWORDS: Copies of outgoing communications, arranged by date, for period review by staff members.	Destroy after 1 year
-----		
340-XXa	OFFICE LISTS OF FILE NUMBERS. KEYWORDS: Approved lists of file numbers used at the files station. <u>Note:</u> The list may be filed in the front cabinet drawer; if this is done, omit this file number.	Destroy when superseded.
340-XXb	OFFICE RECORD TRANSMITTAL FILES. KEYWORDS: Copies of transmittal lists showing files transferred or retired.	Destroy when no longer needed for administrative or reference purposes.
-----		
340-3a	OFFICE MAIL CONTROL FILES. KEYWORDS: Documents that pertain to controlling incoming and outgoing mail by offices other than official mail rooms and postal activities. Included are routing and suspense slips, records of messenger trips, mail receipts, and similar documents.	Accountable mail receipts: Destroy in CFA after 2 years. Other documents: Destroy after 3 months.
-----		

<u>Number</u>	<u>Description</u>	<u>Disposition</u>
340-4a	<p>FILING EQUIPMENT FILES.            KEYWORDS:            Documents showing the approval, use, and management of files equipment. Included are--</p> <ol style="list-style-type: none"> <li>a. Approval documents.</li> <li>b. Documents showing individual and cumulative repairs and use.</li> <li>c. Similar documents.</li> </ol>	<p>Destroy approval documents when equipment is removed from inventory. Destroy other records when no longer needed for current operations</p>
340-8a	<p>WORD PROCESSING EQUIPMENT FILES.            KEYWORDS:            Documents showing the approval, use and management of word processing equipment. Included are--</p> <ol style="list-style-type: none"> <li>a. Approval documents.</li> <li>b. Documents showing individual and cumulative repairs and use.</li> <li>c. Similar documents.</li> </ol>	<p>Destroy approval documents when equipment is removed from inventory. Destroy other records when no longer needed for current operations.</p>
340-17a	<p>FOIA ADMINISTRATIVE FILES.            KEYWORDS:            Documents relating to this general implementation of the FOIA. Included are routine correspondence, memorandums, notices and related documents.</p>	<p>Destroy after 2 years.</p>
340-17b	<p>FREEDOM OF INFORMATION ACT (FOIA) REQUEST FILES.            KEYWORDS:            Documents relating to request for information under FOIA. Included are--</p> <ol style="list-style-type: none"> <li>a. The original request.</li> <li>b. A copy of the reply granting access, stating inability to identify, or nonexistence of requested records.</li> <li>c. Related documents.</li> </ol>	<p>Destroy after 2 years.</p>

↑  
 PRIVACY  
 ACT:  
 A0239.01  
 DAAG

<u>Number</u>	<u>Description</u>	<u>Disposition</u>
340-20a	OFFICE COPIER FILES. KEYWORDS: Documents showing the approval, use and management of office copiers. Included are: a. Approval Documents. b. Documents showing individual and cumulative repairs and use. c. Similar documents.	Destroy approval documents when copier is removed from inventory. Destroy other records when no longer needed for current operations.
340-21a	PRIVACY ACT REPORT FILES. KEYWORDS: Documents accumulated from preparing and submitting reports relating to implementing The Privacy Act of 1974. Included are statistical and feeder input and related documents.	Destroy after 2 years.
340-21b	PRIVACY DISCLOSURE ACCOUNTING FILES. KEYWORDS: Documents or information accumulated in accounting for and recording disclosures under the Privacy program. Included are forms, correspondence, disclosure consent authorizations, and related information.  a. Files accumulated for disclosure from ADP tape or disks that are periodically updated, and copies of files that kept when records are transferred to non-DOD agencies.	Whenever possible, disclosure accounting files will be maintained with and transferred with the records from which the disclosure was made.  Destroy 5 years after the disclosure; 5 years after transfer of the record from which the disclosure was made; or upon destruction or blanking of the ADP tapes or disks from which the disclosure was made, whichever is later.

<u>Number</u>	<u>Description</u>	<u>Disposition</u>
b.	Files accumulated for periodic mass disclosures.	Destroy 5 years after discontinuance of the policy or procedure prescribing the periodic disclosures, or upon destruction of the record from which the periodic disclosure was made, whichever is later. (Also see Note 1.)
c.	Files accumulated for disclosures made from records having a retention period of less than 5 years.	Destroy 5 years after last disclosure. (In this situation, maintain the disclosure files separate files separate from the records for which the disclosure was made.)
d.	Files accumulated for disclosures made from records having a retention period of 5 years or more years.	Destroy with the records from which the disclosure was made, except as indicated in Note 1 below.
e.	Files accumulated for disclosures made from records designated as being PERMANENT.	The disclosure files become a part of the permanent record and are disposed of accordingly.
		<u>Note 1.</u> In each of these situations, if the disclosure file is maintained with the record from which the and disclosure is made destruction of the record occurs before the last disclosure is 5 years old, the disclosure file must be withdrawn and retained until the last disclosure is 5 years old before being destroyed.

<u>Number</u>	<u>Description</u>	<u>Disposition</u>
340-21c	PRIVACY CASE FILES. KEYWORDS: Documents accumulated in processing request and approval actions. Included are requests, copies of the requested records, coordination actions, and related documents.	<p data-bbox="1060 315 1428 787"><u>Note 2.</u> Disclosure files for one-time disclosures in which the request and reply serve as both the disclosure file and the record disclosed will be maintained and disposed of in accordance with the disposition instructions for the disclosed record, provided that Note 1 above is complied with.</p> Destroy after 4 years.
340-22a	MICROGRAPHICS SYSTEM FILES. KEYWORDS: Documents showing the approval, use, and management of micrographics equipment. Included are-- <ol style="list-style-type: none"> <li>a. Approval documents.</li> <li>b. Documents showing individual and cumulative repairs and use.</li> <li>c. Similar documents.</li> </ol>	Destroy approval documents when equipment is removed from inventory. Destroy other records when no longer needed for current operations.

350: TRAINING

Prescribing Directive(s): AR 350-1, Army Training

These records concern instruction of personnel in performance of military functions and tasks and exercises involving units to increase combat readiness. Includes basic training; individual training in military techniques; doctrine, and tactics.

Note. Army Physical Fitness Evaluation Scorecards, DA Forms 705, are prescribed by FM 21-20; however, for consistency of numbering within the MARKS scheme, they are identified here with the related AR 350-1 records.

<u>Number</u>	<u>Description</u>	<u>Disposition</u>
350	GENERAL TRAINING CORRESPONDENCE FILES. KEYWORDS: Use this number for general correspondence relating to training that cannot logically be filed with the detailed records listed below.	Destroy after 2 years.
350-1a	TRAINING INSPECTION FILES. KEYWORDS: Documents related to scheduled training and training inspections. Included are training schedules, training inspection reports, and related documents.	Destroy after 1 year.
350-1b	PHYSICAL FITNESS TRAINING FILES. KEYWORDS: Army Physical Fitness Evaluation Scorecard, DA Form 705, and similar or related records, such as "Run For Your Life," dealing with fitness of unit members.	Forward with the MPRJ on transfer of individual. Destroy full cards on transfer of information to new card. Destroy on retirement, separation, or death of individual.

380: SECURITY

Prescribing Directive(s): AR 380-5, Department of the Army Supplement to DOD 5200.1-R (DODISPR)

These records concern identification, classification, downgrading, declassification, dissemination, and protection of defense information; storage and destruction of classified information; access to classified data; and other matters pertaining to security.

<u>Number</u>	<u>Description</u>	<u>Disposition</u>
380	GENERAL SECURITY CORRESPONDENCE. KEYWORDS: Use this number for general correspondence relating to security that cannot logically be filed with the detailed records listed below.	Destroy after 2 years.
380-5a	SECURITY BRIEFING AND DEBRIEFING FILES. KEYWORDS: Documents relating to security briefing and debriefing of personnel with access to classified material. Included are briefing and debriefing statements and related documents.	Destroy after next comparable inspection or survey.
380-5b	SECURITY INSPECTION AND SURVEY FILES. KEYWORDS: Documents relating to surveys and inspections primarily conducted by security officers. They determine if adequate measures are being taken to protect security classified information from fire, explosion, sabotage, and unauthorized access. Included are reports, recommendations and related papers.	Destroy after next comparable inspection or survey.
380-5c	SECURITY AWARENESS FILES. KEYWORDS: Documents that concern compliance with security regulations by all personnel.	Destroy after the next periodic application.

<u>Number</u>	<u>Description</u>	<u>Disposition</u>
380-5d	<p>RECORD ACCESS FILES.</p> <p>KEYWORDS: Documents received or prepared by an office or unit that identify individuals authorized access to official records, particularly classified material. Included are --</p> <p>a. Requests and approvals for access.</p> <p>b. Rosters of those authorized access.</p> <p>c. Similar documents.</p>	<p>Destroy when superseded or made obsolete by the authorization document, or when the individual has been transferred, separated or relieved.</p>
380-5e	<p>SECURITY CONTAINER RECORD FILES.</p> <p>KEYWORDS: Forms that are a record of entry, and are placed on safes, cabinets, or vaults that contain classified documents.</p> <p><u>Note.</u> These individual forms do not need folder labels.</p>	<p>Destroy the day following the last entry on the form, except that forms involved in an investigation will be kept until it is completed.</p>
380-5f	<p>SECURITY CONTAINER INFORMATION FILES.</p> <p>KEYWORDS: Up-to-date records of all office safe and padlock combinations. Also other information to identify and locate the safes or containers, and the individuals who know the combinations.</p>	<p>Destroy when superseded or when the container is turned in.</p>
380-5g	<p>CLASSIFIED DOCUMENT RECEIPT FILES.</p> <p>KEYWORDS: Receipts for classified documents issued or transferred. If the receipts are used concurrently as a register or control file, they will be identified and disposed of under number 380-5h.</p>	<p>Destroy after 2 years.</p>
380-5h	<p>CLASSIFIED DOCUMENT REGISTER OR CONTROL FILES.</p> <p>KEYWORDS: Documents reflecting identity and location of classified documents for which the office is accountable. Included are DA Forms 455 and 3964 and similar forms used for control.</p>	<p>Destroy 2 years after all classified documents recorded have been transferred, destroyed, declassified, or entered on a new sheet.</p>

<u>Number</u>	<u>Description</u>	<u>Disposition</u>
380-5i	TEMPORARY INTERNAL RECEIPT FILES. KEYWORDS: Documents used in making temporary loans of classified documents within the office. These are normally of short duration and are often returned the same day.	Destroy on return of the classified document.
380-5j	TOP SECRET DOCUMENT CONTROL FILES. KEYWORDS: DA Form 969 (TOP SECRET Document Record) or comparable forms to insure positive control of TOP SECRET documents. The following are also included -- a. Information of the documents' classification. b. Document and distribution dates. c. Intraoffice routing. d. Names of individuals handling the documents or having access to their contents.	Destroy 5 years after related document is downgraded, transferred, or destroyed.
380-5k	SECURITY CLASSIFICATION AND REGRADING FILES. KEYWORDS: Documents relating to administering security classification and downgrading systems. Included are -- a. Correspondence or memoranda on downgrading. b. Reports on security classification. c. DA Form 1575, circulars, and similar documents authorizing regrading of security classified documents.	Offices responsible for issuance: Destroy 10 years after final declassification action.  Other offices: Destroy 3 years after all documents have been annotated.
(NOTE: File number suffixed "L" not used.)		
380-5m	CLASSIFIED MATTER INVENTORY REPORTING FILES. KEYWORDS: Documents that account for all classified matter from a physical inventory.	Destroy after next inventory.

<u>Number</u>	<u>Description</u>	<u>Disposition</u>
380-5n	NONREGISTERED CLASSIFIED DOCUMENT DESTRUCTION CERTIFICATE FILES. KEYWORDS: Forms or other documents that reflect the destruction of classified documents and accountable forms.	Destroy after 2 years, or earlier when approved by HQDA (DAMI-CIS), WASH DC 20310.

(NOTE: File number suffixed "O" not used.)

380-5p	SECURITY CLEARANCE INFORMATION FILES. KEYWORDS: Documents containing information about the security clearance of individual soldiers and the accreditation of personnel for access to classified files requiring special access authorizations. Included are -- a. Cards. b. Printouts. c. Other lists or indexes.	Destroy on transfer or separation of person or on supersession, as applicable.
--------	---	--

↑  
PRIVACY  
ACT:  
A0506.01  
DAMI

Note. This description does not include reports of investigation, counterintelligence case files, or clearance documents filed in the official personnel folder.

381: MILITARY INTELLIGENCE

Prescribing Directive(s): Intelligence reporting is prescribed by Defense Intelligence Agency Manual (DIAM) 58-2. However, for consistency in the MARKS numbering sequence, it is identified here with the related AR 381-series on military intelligence.

These records concern collection, identification, evaluation, control, classification, and dissemination of general intelligence data.

<u>Number</u>	<u>Description</u>	<u>Disposition</u>
381	GENERAL MILITARY INTELLIGENCE CORRESPONDENCE FILES. KEYWORDS: Use this number for general correspondence relating to military intelligence that cannot logically be filed with the detailed records listed below.	Destroy after 2 years.

381-a	INTELLIGENCE REPORTING FILES. KEYWORDS: These files consist of copies of documents that have been submitted to higher headquarters. Included are -- a. Foreign positive intelligence information. b. Technical intelligence information. c. Related documents.	Destroy after 2 years.
-------	--	------------------------

PRIVACY  
ACT:  
A0502.03a  
DAMI

385: SAFETYPrescribing Directive(s): AR 385-10, Army Safety Program

These records concern administration of the Army safety program, which is directed toward accident prevention Army-wide. The descriptions and dispositions shown below apply to offices initiating reports and investigations, and to reviewing offices.

<u>Number</u>	<u>Description</u>	<u>Disposition</u>
385	GENERAL SAFETY CORRESPONDENCE. KEYWORDS: Use this number for general correspondence relating to safety that cannot logically be filed with the detailed records listed below.	Destroy after 2 years.
385-10a	ACCIDENT AND INCIDENT CASE FILES. KEYWORDS: Documents relating to individual accidents and incidents. Included are reports of accidents and incidents, and investigations thereof, involving: <ol style="list-style-type: none"> <li>a. Army motor vehicles.</li> <li>b. Army marine equipment.</li> <li>c. Fires, explosives, and damage to Army property.</li> <li>d. Harmful chemical and biological exposures.</li> <li>e. Injury to or death of military or civilian personnel.</li> <li>f. Artillery; misfires and accidents.</li> <li>g. Similar documents.</li> </ol>	Peacetime: Destroy after 5 years.  Mobilization: <ol style="list-style-type: none"> <li>a. Reports of artillery misfires and harmful chemical and radiological or biological exposures accumulated by units in a combat environment or designated as combat support elements: Permanent.</li> <li>b. All other records: Destroy after 5 years.</li> </ol>

-----

385-10a

PRIVACY  
 ACT:  
 A0607.01b  
 DAPE

Note. Not included are records on aircraft safety and accidents, for which see number 95-5a.

<u>Number</u>	<u>Description</u>	<u>Disposition</u>
385-10b	TARGET PRACTICE SAFETY FILES. KEYWORDS: Documents on the firing safety measures taken, the organization doing the firing, the area involved, types of weapons used, and the time of firing of live ammunition.	Destroy after 1 year except destroy safety cards after 2 years.
385-10c	OPERATOR'S EXAMINATION AND QUALIFICATION RECORD FILES. KEYWORDS: DA Form 348 (Equipment Operator's Qualification Record), driver tests, and examinations.	Operator qualification record: Transfer with MPRJ or Civilian Personnel Folder, as applicable.  Tests and exams: Destroy after recording on qualification record.
385-10d	SAFETY AWARENESS FILES. KEYWORDS: Documents on developing or selecting safety materials to make personnel aware of safety hazards. Included are -- a. Posters. b. Placards. c. Cartoons. d. Newspaper items. e. Photographs. f. Letters. g. Similar materials.	Destroy after 2 years.

↑  
 PRIVACY  
 ACT:  
 A1207.08a  
 DAPE

500: EMERGENCY EMPLOYMENT OF ARMY AND OTHER RESOURCESPrescribing Directive(s): AR 500-50, Civil Disturbances

These records concern Army participation and support in matters of civil disturbance, disaster relief, and civil defense, including emergency actions and measures taken to minimize and assist in controlling riots, demonstrations, and other disorders; floods; earthquakes; storms; fires, and accidents.

<u>Number</u>	<u>Description</u>	<u>Disposition</u>
500	GENERAL EMERGENCY EMPLOYMENT CORRESPONDENCE. KEYWORDS: Use this number for general correspondence relating to emergency employment of Army and other resources that cannot logically be filed with the detailed records listed below.	Destroy after 2 years.
500-50a	EMERGENCY PLANNING FILES. KEYWORDS: Documents relating to planning for continuity of operations, domestic disturbances, disaster relief, civil defense, and other emergencies. Included are instructions and changes to plans, and coordinating actions.	Destroy when superseded, obsolete, or no longer needed.
500-50b	EMERGENCY PLAN, TEST, AND EXERCISE FILES. KEYWORDS: Documents accumulated from testing emergency plans. Included are -- a. Announcements of tests. b. Instructions to participants. c. Staffing assignments. d. Test messages. e. Estimates of simulated damage. f. Estimates of costs. g. Resources required to repair simulated damage. h. Estimates of available resources. i. Critique sheets and reports. j. Similar documents.	Destroy after 2 years.

525: MILITARY OPERATIONSPrescribing Directive(s): To be determined.

These records concern Army and ECD requirements for combat operational information, including activities and functions in support of military operations; resources and equipment used; and lessons learned.

<u>Number</u>	<u>Description</u>	<u>Disposition</u>
525	GENERAL MILITARY OPERATIONS CORRESPONDENCE FILES. KEYWORDS: Use this number for general correspondence relating to mili- tary operations that cannot logically be filed with the detailed records listed below.	Destroy after 2 years.
525a	COMMAND REPORTING FILES. KEYWORDS: Documents relating to command reports in which commanders submit information, evaluations, and recommendations on combat operations. Included are -- a. Command reports. b. Special and status reports. c. Operational Reports - Lessons Learned (ORLL). d. Comments and evaluations. e. Recommendations. f. Copies of maps, directives, sketches, overlays, and photo- graphs supporting the reports.	Reports prepared by units in combat areas and by units directly supporting troops in combat: Permanent.  Reports prepared by units not in combat areas or by units not directly sup- porting troops in combat: Destroy after 2 years. However, documents forming the basis for other official action (such as issuance of a dir- ective or training manual) will be filed and disposed of with that official action.

600: PERSONNEL - GENERAL

Prescribing Directive(s): \*AR 600-9, The Army Weight Control Program  
AR 600-21, Equal Opportunity Program in the Army  
AR 600-31, Suspension of Favorable Personnel Actions for Military Personnel in National Security Cases and Other Investigations or Proceedings  
AR 600-33, Line of Duty Investigations  
AR 600-50, Standards of Conduct for Department of the Army Personnel  
AR 600-55, Motor Vehicle Driver - Selection, Testing, and Licensing  
AR 600-85, Alcohol and Drug Abuse Prevention and Control Program

These records concern subjects which pertain to military and civilian personnel not specifically provided for in other 600 series, or which contain procedures pertaining to more than one series.

Note. Numbers 600a through 600h are not specifically prescribed by an Army Regulation, but are identified here with the basic 600-series number for consistency under the MARKS numbering scheme.

---

<u>Number</u>	<u>Description</u>	<u>Disposition</u>
600	GENERAL PERSONNEL CORRESPONDENCE. KEYWORDS: Use this number for general correspondence relating to personnel matters that cannot logically be associated with the detailed records listed below. These are documents that relate to daily administration of military and civilian personnel. Included are -- a. Papers on attendance, overtime, and notices of holidays and hours worked. b. Notices about athletic events and employee unions. c. Notices and lists of employees to receive Government medical services, such as x-rays and immunizations. d. Notices and lists of individuals to receive training. e. Related papers.	Destroy after 2 years.

---

<u>Number</u>	<u>Description</u>	<u>Disposition</u>
600a	OFFICE PERSONNEL REGISTER FILES. KEYWORDS: Documents used to account for office personnel and to control office visitors. Included are registers reflecting personnel arrival, departure, leave, and TDY travel. Does not include official personnel registers used in preparing SIDPERS inputs, for which see number 680-1b.	Destroy after 6 months.
600b	OFFICE PERSONNEL LOCATOR FILES. KEYWORDS: Documents with the name, address, telephone number, and similar data for each employee.	Destroy when the person is separated or transferred.
600c	SUPERVISORY OR MANAGER EMPLOYEE RECORD FILES. KEYWORDS: Documents that pertain to each civilian employee and contain the same actions as those in the Official Personnel Folder or related files maintained in a civilian personnel office. Each file is kept by employee name, and contains --	Review at end of each year and destroy when superseded or no longer applies.
	<p>a. Cards with complete employee information, positions, and actions in process. Included are SF7B (Service Record) and DD Form 1435 (Cryptographic Maintenance Training and Experience Record), when required.</p> <p>b. Notices of persons cleared for access to classified material and other personnel security documents.</p>	<p>Send to the servicing personnel office when the employee is transferred or separated. There it will be checked for documents that should be permanently filed in the Official Personnel Folder.</p> <p>Withdraw and place in number 600e for employees separated for military service who have restoration rights.</p>

↑  
 PRIVACY  
 ACT:  
 A0102.04a  
 DAPE

(Continued on next page....)

<u>Number</u>	<u>Description</u>	<u>Disposition</u>
	<ul style="list-style-type: none"> <li>c. Reports.</li> <li>d. Papers relating to individual injuries.</li> <li>e. Letters of appreciation and commendation.</li> <li>f. Training records.</li> <li>g. Assigned responsibilities of individuals.</li> <li>h. Performance appraisals and counseling.</li> <li>i. Other duplicates of forms filed in the official personnel folder.</li> </ul>	<p>Send to gaining official for employees transferred within the same authority on an installation.</p> <p>When employees are separated or transferred to an installation having a different appointing authority, destroy file, except that DD Form 1435 will be sent to the gaining authority within the Federal Government.</p>
600d	<p>JOB DESCRIPTION FILES.</p> <p>KEYWORDS: Documents describing positions in an office. Included are DA Form 374 (Job Description) for civilian personnel and job description forms for military personnel.</p>	<p>Destroy when position is abolished, job description is superseded, or not needed for reference.</p>
600e	<p>SEPARATION FOR MILITARY SERVICE FILES.</p> <p>KEYWORDS: SF-7 (Service Record) used to consider employees, who are separated for military service, for civilian positions <u>in absentia</u>.</p>	<p>Return to active file if employee is restored at the end of the obligation period. Destroy if restored.</p>
600f	<p>PENDING REQUEST FILES.</p> <p>KEYWORDS: Operating officials' or suspense copies of SF 52 (Request for Personnel Action), for such things as accessions, position changes, rate-of-pay changes, and separations.</p>	<p>Destroy when the requested action is complete.</p>
600g	<p>TEMPORARY DUTY TRAVEL FILES.</p> <p>KEYWORDS: Request and authorizations for military personnel TDY and civilian personnel TDY and PCS travel, and related documents.</p>	<p>Destroy after 1 year.</p>

↑  
 PRIVACY  
 ACT:  
 A0102.04a  
 DAPE

<u>Number</u>	<u>Description</u>	<u>Disposition</u>
600h <div data-bbox="232 380 417 516" style="border: 1px solid black; padding: 2px; width: fit-content;">PRIVACY ACT: A0102.13 DAPC</div>	OFFICE MILITARY PERSONNEL FILES. KEYWORDS: Documents about supervising military personnel on duty in a staff office. Included are papers pertaining to classification, promotion, orders, sponsors, indebtedness, leave, enlistment, waivers, statements of service, bonuses, evaluations, identification, group life insurance, applications for employment, academic and individual training reports, instructional evaluations, and related documents.	Destroy 1 year after transfer or separation of the individual.
*600-9a	WEIGHT CONTROL FILES. KEYWORDS: Documents accumulated at the unit level in administering the Army Weight Control Program. Included are requests for preliminary medical evaluation, results of examination by medical activity, notifications by commander to the individual soldier and responses thereto, records of reexamination, certification by commander that the individual has met requirements of the program, and similar information.	Retain in unit files as active during period that individual is in the program.  File in MPRJ upon transfer or separation, or upon satisfactory completion of program by the individual.
600-21a	EO AND EEO REPORTING FILES. KEYWORDS: Documents with information on activities and conditions related to equal opportunity (EO) for military personnel and equal employment opportunity (EEO) for civilian employees. Included are statistical and narrative reports, training report information, summaries and consolidations, and related information.	Destroy after 2 years.
600-21b	EO AND EEO SURVEY FILES. KEYWORDS: Documents relating to surveys made of the implementation and effectiveness of EO and EEO. Included are reviews, appraisals, recommendations, final reports, and related documents.	Destroy after 2 years.

<u>Number</u>	<u>Description</u>	<u>Disposition</u>
600-21c	EO AND EEO COMPLAINT FILES. KEYWORDS: Documents of complaints on EO and EEO. Included are complaints, investigative data and summaries, findings of fact statement, final disposition reports, acceptance statements, withdrawal notices, and related information.	Destroy after 2 years.
<div style="border: 1px solid black; padding: 2px;">PRIVACY ACT: A0614.03a DAPE</div>		
600-31a	PERSONNEL ACTION SUSPENSE REPORT- ING FILES. KEYWORDS: Copies of reports for suspension of favorable personnel actions. Also, these documents are used to flag and report information that warrants suspension of personnel actions under AR 600-31 and AR 604-10. Maintain as provided for in those two regulations.	Destroy on submission of final status report.
600-33a	LINE-OF-DUTY FILES. KEYWORDS: Documents related to deciding the line-of-duty status, and the investigation of incidents that require a line-of-duty determination. Included are -- a. Statements of medical examinations and duty status. b. Reports of investigations - line-of-duty and misconduct status, notifications of findings, and related information.	Destroy after 5 years.
<div style="border: 1px solid black; padding: 2px;">PRIVACY ACT: A0708.18a DAAG</div>		
600-50a	STANDARD OF CONDUCT FILES. KEYWORDS: Documents relating to procedures to assure that all personnel fully understand the standards of conduct required of them.	Destroy after the next periodic application of the procedure, or 1 year after obsolescence of the procedure.
600-55a	OPERATOR'S EXAMINATION AND QUALIFICATION RECORD FILES. KEYWORDS: DA Form 348 (Equipment Operator's Qualification Record), driver tests, and exams.	Operator qualification record: Transfer with MPRJ or Civilian Personnel Folder, as applicable  Tests and exams: Destroy after recording on qualification record.
<div style="border: 1px solid black; padding: 2px;">PRIVACY ACT: A1207.08a DAPE</div>		

<u>Number</u>	<u>Description</u>	<u>Disposition</u>
600-85a	ALCOHOL AND DRUG ABUSE MANAGEMENT FILES. KEYWORDS: Documents on implementation and status of the Alcohol and Drug Abuse Prevention and Control Program. Included are -- a. Reports and lessons learned. b. Identification. c. Treatment and rehabilitation. d. Evaluation. e. Research and development.	Destroy after 2 years.
600-85b	ALCOHOL AND DRUG ABUSE DEPENDENCY INTERVENTION COUNCIL (ADDIC) MEETING FILES. KEYWORDS: Documents on periodic meetings of interservice, command, or installation ADDIC's. Included are notices, agenda, minutes, of meetings, and related documents.	Destroy after 6 years.
600-85c	ALCOHOL AND DRUG ABUSE STATISTICAL FILES. KEYWORDS: Documents reflecting statistics on the Alcohol and Drug Abuse Prevention and Control Program. Included are compilations and related information.	Destroy when no longer needed.

601: PERSONNEL PROCUREMENTPrescribing Directive(s): AR 601-280, Army Reenlistment Program

These records concern enlistment and reenlistment of enlisted personnel, recruiting activities, and other matters relating to the entry of personnel into the Army.

<u>Number</u>	<u>Description</u>	<u>Disposition</u>
601	GENERAL PERSONNEL PROCUREMENT CORRESPONDENCE. KEYWORDS: Use this number for general correspondence relating to personnel procurement that cannot logically be filed with the detailed records listed below.	Destroy after 2 years.

601-280a

PRIVACY ACT: A0702.04 DAPC
-------------------------------------

REENLISTMENT ELIGIBILITY FILES.  
KEYWORDS:  
Reenlistment data cards or  
individual forms with data  
personnel records. The cards are  
maintained to determine  
reenlistment eligibility of  
enlisted soldiers and to record  
reenlistment counselling.

Forward with MPRJ in  
accordance with  
AR 640-10. Destroy  
on reenlistment of  
the soldier or on  
soldier's scheduled  
date of separation.

606: PERSONNEL IDENTIFICATION

Prescribing Directive(s): AR 606-5, Identification Cards, Tags, and Badges

These records concern the preparation, issue, use, accountability, and disposition of cards, tags, badges, and fingerprint records required to identify Department of the Army personnel for various reasons.

<u>Number</u>	<u>Description</u>	<u>Disposition</u>
606	GENERAL PERSONNEL IDENTIFICATION CORRESPONDENCE. KEYWORDS: Use this number for general correspondence relating to personnel identification that cannot logically be filed with the detailed records listed below.	Destroy after 2 years.
606-5a	MILITARY IDENTIFICATION CARD APPLICATION FILES. KEYWORDS: Documents of applications for military identification cards. Included are copies of DA Form 428 (Application for Identification Card) and related information.	Destroy after 1 year.
606-5b	IDENTIFICATION CARD REGISTER FILES. KEYWORDS: Documents used to maintain accountability for military identification cards. Included are registers and similar documents.	Destroy after 5 years. Destroy bound registers 5 years after last entry.
606-5c	IDENTIFICATION CARD REQUISITION FILES. KEYWORDS: Documents used to requisition, draw down, or request stocks of blank identification cards, submitted by an end-use activity.	Destroy in CFA after 5 years.

PRIVACY  
ACT:  
A0509.02a  
DAAG

608: PERSONAL AFFAIRS

Prescribing Directive(s): AR 608-15, Army Savings Program  
AR 608-50, Legal Assistance

These records concern matters of personal interest to the soldier, his or her dependents, and the community, such as insurance, social security, voting, citizenship, and handling and responsibility for personal property.

<u>Number</u>	<u>Description</u>	<u>Disposition</u>
608	GENERAL PERSONAL AFFAIRS CORRESPONDENCE. KEYWORDS: Use this number for general correspondence relating to personal affairs that cannot logically be filed with the detailed records listed below.	Destroy after 2 years.
608-15a	SAVINGS BOND REPORTING FILES. KEYWORDS: Documents relating to bond sales and purchases. Included are payroll deductions, bond reports, and related documents.	Destroy after 3 years.
608-50a	LEGAL ASSISTANCE INTERVIEW RECORD FILES. KEYWORDS: Documents containing -- a. Personal data concerning each person given legal assistance. b. The attorney consulted. c. A summary of the problems considered. d. Advice rendered. e. Referrals made.	Destroy after 1 year.

PRIVACY  
ACT:  
A0402.07  
DAJA

630: PERSONNEL ABSENCES

Prescribing Directive(s): AR 630-5, Leave, Passes, Permissive Temporary Duty, and Public Holidays

These records concern leaves of military personnel, including types, entitlement, computations, and recording; procedures pertaining to military personnel who are absent without leave or in a desertion status; absences from regular duty or post due to pass; authorized administrative absence, and public holidays.

<u>Number</u>	<u>Description</u>	<u>Disposition</u>
630	GENERAL PERSONNEL ABSENCE CORRESPONDENCE. KEYWORDS: Use this number for general correspondence relating to personnel absences that cannot logically be filed with the detailed records listed below.	Destroy after 2 years.
630-5a	LEAVE OF ABSENCE FILES. KEYWORDS: Copies of DA Form 31 (Request Authority for Leave) used to request and grant leave for soldiers.	Destroy after 6 months.
630-5b	LEAVE CONTROL LOG FILES. KEYWORDS: DA Form 4179-R used to control absences from unit. Included are logs and related information.	Destroy after 1 year.

635: PERSONNEL SEPARATIONS

Prescribing Directive(s): AR 635-200, Enlisted Personnel

These records concern separation of soldiers through relief or release from active duty, discharge, retirement, resignation, elimination, and dropping from the rolls; types of discharge and reasons therefor; and physical evaluation of individuals for retention, separation, or retirement.

---

<u>Number</u>	<u>Description</u>	<u>Disposition</u>
* 635	GENERAL SEPARATIONS CORRESPONDENCE. KEYWORDS: Use this number for general correspondence relating to personnel separations that cannot logically be filed with the detailed records listed below.	Destroy after 2 years.
<hr/>		
* 635-200a	DISCHARGE BOARD PROCEEDINGS FILES. KEYWORDS: Documents about considering individual soldiers for separation by reason of convenience of the government, dependency or hardship, defective enlistment or induction, pregnancy, alcohol or other drug abuse, good of the service, unsatisfactory performance, misconduct, or homosexuality. Included are individual discharge cases; excluded are documents which are to be filed in the OMPF or MPRJ.	Files on soldiers confined by civil authorities: Destroy 2 years after discharge  Files on other soldiers: Destroy after 2 years.

638: DECEASED PERSONNEL

Prescribing Directive(s): AR 638-1, Disposition of Personal Effects  
of Deceased and Missing Persons

These records concern the disposition of personal effects of deceased and missing persons.

---

<u>Number</u>	<u>Description</u>	<u>Disposition</u>
638	GENERAL DECEASED PERSONNEL CORRESPONDENCE. KEYWORDS: Use this number for general cor- respondence relating to deceased personnel that cannot logically be filed with the detailed records listed below.	Destroy after 2 years.
-----		
638-1a	PERSONAL EFFECTS CASE FILES. KEYWORDS: Documents relating to receipt and disposition of personal effects of a soldier, and Government property that was in the soldier's possession. Included are -- a. Inventories. b. Certificates of removal of prohibited items from baggage. c. Lists of miscellaneous collections. d. Tally sheets and shipping lists. e. Related information.	Destroy 2 years after disposition of the effects, except that files connected with casualties from armed conflict will be destroyed 2 years after cessation of the conflict or disposition of the effects, which- ever is later.

640: PERSONNEL RECORDS

Prescribing Directive(s): AR 640-10, Individual Military Personnel Records

These records concern the initiation, transmittal, maintenance, and disposition of personnel files; documents authorized for inclusion in personnel files; location of military personnel records; and access to records by authorized individuals.

---

<u>Number</u>	<u>Description</u>	<u>Disposition</u>
640	GENERAL PERSONNEL RECORDS CORRESPONDENCE. KEYWORDS: Use this number for general correspondence relating to personnel records that cannot logically be filed with the detailed records listed below.	Destroy after 2 years.

---

640-10a	MILITARY PERSONNEL RECORDS JACKET (MPRJ) FILES. KEYWORDS: Documents that pertain to the soldier's career and current assignment are in this file. The jacket goes with the soldier on change of assignment. These papers are restricted to those authorized by AR 640-10.	Maintain, forward, and dispose of DA Form 201 (MPRJ) and its contents in accordance with AR 635-10 and AR 640-10.
---------	---	---

↑  
 PRIVACY  
 ACT:  
 A0708.01a  
 DAPC

640-10b	QUALIFICATION RECORD EXTRACT FILES. KEYWORDS: Documents of data from personnel qualification records, such as DA Form 2 and DA Form 2-1.	Destroy on transfer or separation of soldier.
---------	--	---

672: DECORATIONS, AWARDS, AND HONORSPrescribing Directive(s): AR 672-5-1, Military Awards

These records concern eligibility, presentation, and wearing of medals, decorations, badges, and tabs; unit awards and streamers; special awards and honors for outstanding service or accomplishment; honors and ceremonies accorded distinguished visitors; and salutes, honors, and visits of courtesy.

<u>Number</u>	<u>Description</u>	<u>Disposition</u>
672	GENERAL DECORATIONS, AWARDS, AND HONORS CORRESPONDENCE. KEYWORDS: Use this number for general correspondence relating to decorations, awards, and honors that cannot logically be filed with the detailed records listed below.	Destroy after 2 years.
672-5-1a	UNIT AWARD CASE FILES. KEYWORDS: Documents on recommending, reviewing, and approving or disapproving awards for units. Included in each case are approved or disapproved requests, certificates, and related information.	Destroy after 1 year.
672-5-1b	AWARD CEREMONY FILES. KEYWORDS: Documents on presenting awards. Included are requests for troop support, diagrams, citations, and related information.	Destroy after 2 years.
672-5-1c	MILITARY AWARD CASE FILES. KEYWORDS: Documents on recommending, reviewing, and approving or disapproving military awards for individual soldiers. Included are requests and related information.	Destroy after 2 years.

PRIVACY  
ACT:  
A0718.01  
DAPC

Note. The two-year retention of these records applies only to the documentation retained at the level of the originating (recommending) unit, to which this regulation applies. The official record of the award is maintained (and retired) by the approving authority, at a higher echelon, in accordance with file numbers 713-05 and 718-06 in AR 340-18-7.

680: PERSONNEL INFORMATION SYSTEMS

Prescribing Directive(s): AR 680-1, Unit Strength Accounting and Reporting  
 AR 680-31, Military Personnel Asset Inventory and Strength Reconciliation  
 AR 680-201, Enlisted Accession Cards (RCS MILPC-6)

These records concern the functions and procedures involved in personnel accounting, and reporting of data concerning military and civilian personnel.

Note. Records relating to SIDPERS (numbers 680a through 680d, below) are prescribed by the DA Pamphlet 600-8-series, SIDPERS User Manuals; however, for consistency of numbering under MARKS, they are identified here with the related AR 680-series.

<u>Number</u>	<u>Description</u>	<u>Disposition</u>
680	GENERAL PERSONNEL INFORMATION SYSTEMS CORRESPONDENCE. Use this number for general correspondence on personnel information systems that cannot logically be filed with the detailed records listed below.	Destroy after 2 years.
680a	SIDPERS REPORTING FILES. KEYWORDS: Computer-generated reports pertaining to strength accounting, organizational and personnel record-keeping, information exchange with other automated systems, command and staff reporting designed for use by the functional manager, personnel manager, and data analysts (but <u>not</u> including Personnel Strength Zero Balance Report, SIDPERS C-27, for which see number 680c below).	Dispose of in accordance with DA Pam 600-8-series.

AR 340-XX (Test)

<u>Number</u>	<u>Description</u>	<u>Disposition</u>
680b <div style="border: 1px solid black; padding: 2px; display: inline-block;">PRIVACY ACT: A0715.01a DAPC</div>	PERSONNEL DATA CARD FILES. KEYWORDS: DA Forms 2475-2 (Personnel Data - SIDPERS) reflecting historical, legal, and personnel data plus SIDPERS change report remarks on members assigned or attached to a unit. Included are personnel data cards.	Destroy 75 years after last entry. Retire to National Personnel Records Center (MPR) after 1 year in CFA or RHA.
680c	PERSONNEL STRENGTH ZERO BALANCE REPORT FILES. KEYWORDS: This report (SIDPERS C-27) is a product of the Standard Installation/Division Personnel System (SIDPERS), which is a standard, automated, integrated personnel system designed to provide personnel data support at corps, division, brigade, battalion, and unit levels. It replaced the Morning Report, for which phase-out began in 1973. SIDPERS is an integral part of the Army's Personnel Information System. The two major functions of this report are (1) strength accounting, and (2) correct duty status of each member of the Army on the last day of each month. Only the SIDPERS C-27 Report will be maintained and retired under this number after reconciliation by the reporting unit.	Unit Office of Record: The "reconciled" C-27 report will be cut off annually or when the reporting unit is reduced to zero strength; held 1 year in CFA or RHA, and retired to National Personnel Records Center (MPR) with next regular shipment. Destroy 56 years after cutoff.
680d	INDIVIDUAL PERSONNEL CHANGE FILES. KEYWORDS: Documents for reporting an update of the data processing activity file. Included are punched cards, DA Forms 3815, and related information.	Dispose of in accordance w/DA Pam 600-8-series.
<hr/>		
680-1a	PERSONNEL SUSPENSE CARD FILES. KEYWORDS: Documents used by personnel offices to assure that personnel actions are done on time.	Transfer with MPRJ as prescribed in AR 640-10. Destroy on separation.

<u>Number</u>	<u>Description</u>	<u>Disposition</u>
680-1b ↑ PRIVACY ACT: A0716.04a DAAG	MILITARY PERSONNEL REGISTER FILES. KEYWORDS: Documents with signatures used to record absences, time of departure or arrival, individual authorizing absence, destination and address, length of absence, and similar information.	Destroy after 6 months.
680-1c ↑ PRIVACY ACT: A0703.01 DAPC	INFORMATIONAL PERSONNEL FILES. KEYWORDS: Documents accumulated at various command levels exercising administrative jurisdiction or as a result of routing correspondence through normal channels. Included are copies of documents filed in the MPRJ, transmitting documents, and documents reflecting duty assignments and appointments, changes in personnel data, leave authorizations, branch transfers and details, authorization for separate rations, wearing civilian clothing, and related information.	Destroy after 3 years or destroy 1 year after transfer or separation of the individual (whichever is most convenient for the office maintaining the records.)
<hr/>		
680-31a	ARMY STRENGTH REPORTING FILES. KEYWORDS: Documents compiled to report actual or projected strength of the Army and various segments or categories thereof. Included are -- a. Printouts and listings. b. Personnel Asset Inventories. c. ADP summaries. d. Related information.	Destroy when no longer needed for current operations.
<hr/>		
680-201a ↑ PRIVACY ACT: A0706.02 DAAG	DEPARTURE CLEARANCE FILES. KEYWORDS: Documents of clearance procedures for departing soldiers. Included are clearance certificates, checklists, and related information.	Destroy after 1 year.

710: INVENTORY MANAGEMENT

Prescribing Directive(s): AR 710-2, Supply Policy Below the Wholesale Level

These records control of supply items, including establishing and maintaining requisitioning objectives and maintaining inventory data on the quality, location, and condition of supplies and equipment due in, on hand, and due out, to determine the quantities of materiel available and/or required for issue; and to facilitate distribution and management of materiel.

<u>Number</u>	<u>Description</u>	<u>Disposition</u>
710	GENERAL INVENTORY MANAGEMENT CORRESPONDENCE. KEYWORDS: Use this number for general correspondence relating to inventory management that cannot logically be filed with the detailed records listed below.	Destroy after 2 years.
710-2a	PROPERTY BOOK AND SUPPORTING DOCUMENT FILES. KEYWORDS: Documents of the description, receipt and turn-in of property for which the property book officer is accountable. Included are -- <ol style="list-style-type: none"> <li>a. Property books (installation or organization property record.)</li> <li>b. Documents showing issues of petroleum products and monthly abstracts of issues.</li> <li>c. Receipts.</li> <li>d. Turn-in slips.</li> <li>e. Inventory adjustment reports.</li> <li>f. Other documents supporting entries to the property book.</li> </ol> <p><u>Note.</u> When an activity is to be discontinued, the installation commander will have the pertinent property books examined by a qualified representative to determine that they have a zero balance. He/she will verify that all property has been turned in or otherwise accounted for. If the examiner is satisfied and feels that a formal audit is unnecessary, the installation commander will insure that the records are destroyed on completion of the examination or discontinuance of the activity.</p>	Destroy after 2 years, except: <ol style="list-style-type: none"> <li>a. Open document numbers in the supporting document file will be transferred to the current calendar year document file (see note following disposition of number 710-2b).</li> <li>b. DA Forms 3643 (Daily Issues of Petroleum Products) will be destroyed after 1 year (however, the monthly abstract contained on DA Form 3644 is retained for 2 years.)</li> </ol>

<u>Number</u>	<u>Description</u>	<u>Disposition</u>
710-2b	<p>DOCUMENT REGISTER FILES.</p> <p>KEYWORDS: Registers listing the document number and type of supply action taken on documents that support entries to the property book. Included are document registers for supply actions and comparable forms.</p>	<p>Destroy after 2 years.</p> <p><u>Note.</u> At the end of the year, fiscal or calendar -- however the record is maintained -- the register becomes inactive and a new register is started. The old register is held in the CFA for 2 years; during that 2 years, any open transactions that are completed are closed out (posted) on the <u>old, inactive register.</u> At the end of the 2-year retention period, the open numbers (if any still exist) are transferred to the new document register, and the old, inactive register is then destroyed.</p>
710-2c	<p>HAND RECEIPT FILES.</p> <p>KEYWORDS: Receipts relating to the loan and return of property and supplies. Included are hand receipts, requests, issue slips, turn-in slips, and related papers. <u>Excluded</u> are hand receipts for Soldier Issue Files, for which see number 710-2g below.</p>	<p>Destroy on return or other complete accounting for item involved.</p>
710-2d	<p>PROPERTY RECORD INSPECTION REPORTING FILES.</p> <p>KEYWORDS: Documents relating to inspections of unit property records and procedures, with results of semiannual inspection. Included are reports, replies, and related documents.</p>	<p>Office conducting inspection: Destroy after 3 years.</p> <p>Office inspected: Destroy after 1 year.</p>

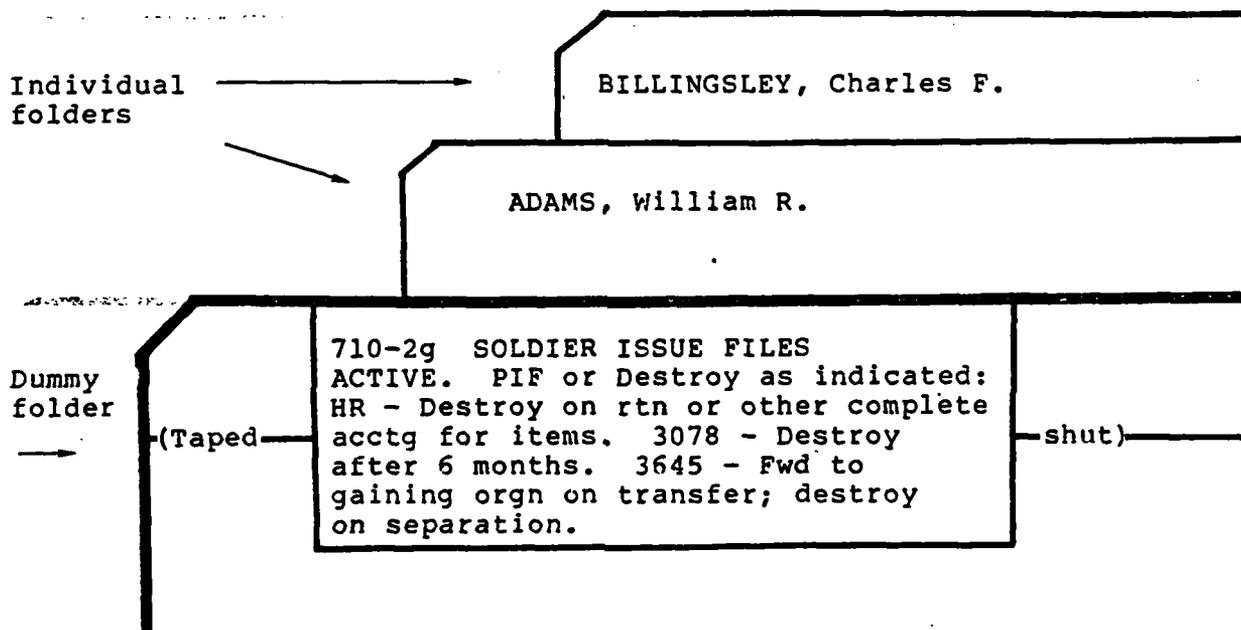
710-2c

PRIVACY  
ACT:  
A1416.16  
DALO

<u>Number</u>	<u>Description</u>	<u>Disposition</u>
710-2e ↑ PRIVACY ACT: A1416.05 DALO	PROPERTY OFFICER DESIGNATION FILES. Documents that designate property officers. Included are letters of appointment, revocations, and related information.	Destroy 2 years after termination of appointment.
710-2f ↑ PRIVACY ACT: A1416.20 DALO	PERSONAL PROPERTY ACCOUNTING FILES. Documents showing items of personal property of individuals absent without leave or sick in medical facilities. Included are inventories of personal property and related information.	Destroy 2 years after disposition of property.
710-2g	SOLDIER ISSUE FILES. KEYWORDS: Documents reflecting accountability for items signed for by individual soldiers. Records are maintained at unit level in single, by-name folder for each soldier. Included are --	
PRIVACY ACT: A1416.16 DALO	a. Hand receipts for bedding, linen, foot lockers, and similar items issued by the unit supply room.	Destroy upon return or other complete accounting for items involved.
PRIVACY ACT: A1416.34 DALO	b. Personal clothing records, consisting of DA Form 3078 and similar forms.	Installation Clothing Initial Issue Point: Destroy after 2 years. Active Army: Destroy after 6 months provided inventory has been accomplished without discrepancy. Reserve Components: Destroy on separation.
	c. Organizational Clothing and Equipment (OCIE) records, consisting of DA Form 3645 and similar forms.	Issue Point: Destroy 6 months after transfer of individual or other relief from accountability. Unit: Forward to gaining organization on transfer; destroy on separation.

(See next page for illustration.....)

Note. When number 710-2g, SOLDIER ISSUE FILES, is used, a dummy folder will be prepared for the beginning of the series as illustrated below. The label of the dummy folder will show all three of the disposition instructions; the individual folders that follow need only show the identifying data of the individual concerned.



<u>Number</u>	<u>Description</u>	<u>Disposition</u>
710-2h	<p>ACCESS CONTROL RECORDS.            KEYWORDS:            Information used to maintain accountability for keys, inventory keys and locks, and to record entry into containers or vaults. These records are used in the physical security of conventional arms, ammunition, explosives, and medically sensitive materiel storage programs. Included are --</p> <p>a. Key control registers.</p> <p>b. Key and lock inventory records.</p> <p>c. Forms used to record entry into vaults or containers.</p>	<p>Destroy 90 days after return of all keys.</p> <p>Destroy after 1 year.</p> <p>Destroy after completion of first entry on new form.</p>
710-2i	<p>PROPERTY LOSS, THEFT, AND RECOVERY REPORTING FILES.            KEYWORDS:            Weapon inventories, and reports relating to the loss, theft, and recovery of firearms, ammunition, and related items.</p>	<p>Weapon inventories:            Destroy after 1 year.</p> <p>Loss, theft, and recovery reports:            Destroy 1 year after recovery of item or after 5 years, whichever is first. Retain in CFA.</p>

735: PROPERTY ACCOUNTABILITY

Prescribing Directive(s): AR 735-11, Accounting for Lost, Damaged, and Destroyed Property

These records concern accounting for lost, damaged, and destroyed property, and fixing responsibility therefor.

<u>Number</u>	<u>Description</u>	<u>Disposition</u>
735	GENERAL PROPERTY ACCOUNTABILITY CORRESPONDENCE. KEYWORDS: Use this number for general correspondence relating to property accountability that cannot logically be filed with the detailed records listed below.	Destroy after 2 years.
735-11a	REPORT OF SURVEY FILES. KEYWORDS: Reports that describe the circumstances, and recommend action concerning the loss, damage, or destruction of Government property. Included are reports of survey and supporting documents.	Reports involving pecuniary liability: Destroy 5 years after completion of final action (office taking final action).  Other reports: Destroy 3 years after completion of final action.
735-11b	REPORT OF SURVEY CONTROL REGISTER FILES. KEYWORDS: Registers and related documents maintained to control reports of survey.	Destroy after 5 years.
* 735-11c	RELIEF FROM RESPONSIBILITY (LIABILITY ADMITTED) FILES. KEYWORDS: Retained unit copies of statements of charges or cash collection vouchers on property which has been lost, damaged, or destroyed, and for which liability is admitted by the responsible individual. Includes DD Form 1131, Cash Collection Voucher; DD Form 362, Statement of Charges; and similar forms and records. DOES NOT INCLUDE those copies of forms that support entries to the property book, which are filed under 710-2a.	DD Form 1131: Destroy 3 months after completion of collection action.  DD Form 362: Destroy 3 months after verification that all amounts have been collected from the soldier's pay.

750: MAINTENANCE OF SUPPLIES AND EQUIPMENT

Prescribing Directive(s): The maintenance records in this section are prescribed by TM 38-750, The Army Maintenance Management System (TAMMS). However, for consistency of numbering within MARKS, they are identified here with the related AR 750-series dealing with equipment maintenance.

These records concern actions taken to retain materiel in a serviceable condition or to restore it to serviceability. Maintenance actions include inspection, testing, servicing, classification as to serviceability, repair, rebuild, and reclamation. Also included are activities and operations responsible for maintenance functions.

<u>Number</u>	<u>Description</u>	<u>Disposition</u>
750	GENERAL MAINTENANCE CORRESPONDENCE. KEYWORDS: Use this number for general correspondence relating to maintenance of supplies and equipment that cannot logically be filed with the detailed records listed below.	Destroy after 2 years.
750a	MAINTENANCE SUMMARY AND MANAGEMENT FILES. KEYWORDS: Documents relating to data summaries of maintenance management operations and functions. a. Copies of prepared forms (control forms) used in managing these maintenance functions: (1) Forecasting workloads, and scheduling and routing work flow. (2) Work time standards. (3) Cost and quality control. (4) Operation and equipment improvement. b. Machine-prepared reports giving data on: (1) Cost, time, and labor use. (2) Repairs, services, and parts.	Consolidated reports and summarizations: Destroy when no longer needed for current operations.  Feeder reports: Destroy on extraction of data.  Other reports: Destroy when no longer needed for current operations.

(Continued on next page.....)

<u>Number</u>	<u>Description</u>	<u>Disposition</u>
	(3) MWO progress by end item or WO number.	
	(4) Equipment status, improvement, inventory, and deadline data.	
	(5) Combined maintenance and parts failure.	
	(6) Materiel readiness.	
	(7) Related information.	
	c. Included are reports, summaries, listings, tabulations, machine runs, and control copies with supporting data.	
750b	HISTORICAL RECORD OR LOGBOOK FILES. KEYWORDS: TM 38-750 prescribes the use of equipment logbooks and maintenance records. This record begins when the equipment is delivered. It is identified and goes with the equipment until it is dropped from the Army inventory. The maintenance documents provide commanders with current data on the readiness and condition of the equipment. Also, these records provide maintenance workers with data on past maintenance so they can quickly determine the next needed maintenance.  TM 38-750 provides for the following: a. Lists the forms that comprise the historical record. b. Provides transfer and disposition instructions for the forms. c. Outlines disposition or transfer procedures for documents related to equipment involved in Military Assistance Program. d. Lists each type of equipment for which a historical file is to be created and maintained.	Dispose of in accordance with TM 38-750.

<u>Number</u>	<u>Description</u>	<u>Disposition</u>
750c	<p>MAINTENANCE REQUEST FILES. KEYWORDS:</p> <p>a. Documents which request maintenance services, report completion of MWO's, record maintenance performed, report receipt of defective materiel, and submit equipment improvement recommendations.</p> <p>b. A single form is prescribed for use as an individual work request, to report completion of modification accomplishments, as an equipment improvement recommendation, and in recording two or all three of these functions.</p> <p>c. Related records include transfer and rejection memorandums, property issue and turn-in slips, labor time tickets, and similar information.</p>	Dispose of as provided by TM 38-750.
750d	<p>MAINTENANCE REQUEST REGISTER FILES. KEYWORDS:</p> <p>Documents (usually registers) used to record and control maintenance work.</p>	Destroy 6 months after last entry.
750e	<p>EXCHANGE TAG FILES. KEYWORDS:</p> <p>Documents (usually tags) used as receipts for replacement of parts or components.</p>	Destroy on return or issue of related equipment.
750f	<p>PREVENTIVE MAINTENANCE SCHEDULES. KEYWORDS:</p> <p>Documents used for scheduling periodic preventive maintenance services, load tests, and calibration of assigned equipment. This schedule should be transferred with the related equipment.</p>	Destroy after transferring the required information to other records, or on disposition of the related equipment, whichever is first.
750g	<p>EQUIPMENT INSPECTION AND MAINTENANCE WORKSHEET FILES. KEYWORDS:</p> <p>Documents reflecting preventive maintenance inspection; services; diagnostic checkouts, and spot-check inspection of equipment.</p>	Destroy on posting to related equipment log-book; on entering deficiencies on a new form; or on completion of next serviceability test or check, as applicable.

870: HISTORICAL ACTIVITIES

Prescribing Directive(s): AR 870-5, Military History Responsibilities, Policies and Procedures

These records concern organizational history, lineage, and honors.

<u>Number</u>	<u>Description</u>	<u>Disposition</u>
870	GENERAL HISTORICAL ACTIVITIES CORRESPONDENCE. KEYWORDS: Use this number for general correspondence relating to historical activities that cannot logically be filed with the detailed records listed below.	Destroy after 2 years.
870-5a	ORGANIZATIONAL HISTORY FILES. KEYWORDS: Documents reflecting the organizational history as described in AR 870-5. Included are -- <ol style="list-style-type: none"> <li>a. Unit history and annual supplements.</li> <li>b. Copies of lineage and honors certificates.</li> <li>c. Data on organizational flags, coats of arms, and distinctive insignia.</li> <li>d. Citations for organizational decorations.</li> <li>e. Newspaper, book, and magazine clippings.</li> <li>f. Unframed photographs, pictures, certificates, letters, programs, and other data relating to historical ceremonies and organizational traditions.</li> <li>g. Names and social security numbers of all commanders and dates of changes or assumptions of command.</li> <li>h. Copies of letters and orders pertaining to activations, inactivations, redesignations, reorganizations, reductions to zero strength, assignments, attachments, detachments, the entry into or release from active military service.</li> <li>i. Other documents of value to the specific organization.</li> </ol>	Permanent. Transfer to HQDA (DAMH-HSR), WASH DC 20314 when the unit is discontinued, disbanded, inactivated, or reduced to zero strength. They may also be transferred if the unit is temporarily unable to provide proper care for them.

## APPENDIX B

## RECORD CENTERS AND MAJOR STORAGE AREAS

This appendix identifies the record centers and major storage areas to which users of this regulation may have occasion to send inactive records. The installation or activity records manager should be consulted if more information is needed.

<u>Name/address of record center or major storage area</u>	<u>Type of records maintained</u>
1. WASHINGTON NATIONAL RECORDS CENTER a. For shipments by USPS: Washington, DC 20409 b. For common carrier shipments: 4205 Suitland Road Suitland, MD 20023	All Army records which are eligible for retirement to a record center, unless a different disposition is specified in appendix A.
2. NATIONAL PERSONNEL RECORDS CENTER, GSA (Military Records) 9700 Page Boulevard St. Louis, MO 63132	File number 680b.
3. USA RESERVE COMPONENTS PERSONNEL AND ADMINISTRATION CENTER 9700 Page Boulevard St. Louis, MO 63132	File numbers 140-185a and 145-1d.
4. Oversea command record holding areas: a. US Forces Support District (Norddeutschland) ATTN: OCRHA APO NY 09069 b. OCRHA Korea APO SF 96259 c. USARJ OCRHA APO SF 96343	All files designated for transfer under chapter 5, this regulation.

APPENDIX C

REFERENCES

---

Required Publications:

- AR 340-21                    The Army Privacy Program. Cited in paragraphs 8-1c and 9-2c(2)(a).
- AR 380-5                    Department of the Army Supplement to DODISPR. Cited in paragraphs 8-1a and 9-2c(9)(b).

Related Publications:

- AR 37-104-3                Military Pay and Allowances Procedures.
- AR 40-66                    Medical Records and Quality Assurance Administration.
- AR 145-1                    Senior ROTC Program Organization, Administration, and Training.
- AR 310-2                    Identification and Distribution of DA Publications.
- AR 310-10                   Military Orders.
- AR 310-50                   Authorized Abbreviations and Brevity Codes.
- AR 340-2                    Maintenance and Disposition of Records for TOE and Certain Other Units of the Army
- AR 340-17                   Release of Information and Records from Army Files.
- AR 340-18-series            The Army Functional Files System (TAFFS).
- AR 340-20                   Office Copiers.
- AR 340-22                   The Army Micrographics Program.
- AR 380-13                   Acquisition and Storage of Information Concerning Nonaffiliated Persons and Organizations.
- AR 15-6                    Procedures for Investigating Officers and Boards of Officers

Related Publications (Continued):

AR 500-31	Suspension of Favorable Personnel Actions for Military Personnel in National Security Cases and Other Investigations or Proceedings.
AR 604-10	Military Personnel Security Program.
AR 635-10	Processing Personnel for Separation.
AR 640-10	Individual Military Personnel Records.
AR 870-5	Military History Responsibilities, Policies and Procedures.
TM 38-750	The Army Maintenance Management System (TAMMS).
DA Pam 600-8-series	MILPO Procedures / SIDPERS Users' Manuals.

The proponent agency of this test regulation is The Adjutant General's Office. Users are invited to submit comments and suggested improvements as prescribed by test instructions, which will be furnished separately.

By Order of the Secretary of the Army:

E. C. MEYER  
General, United States Army  
Chief of Staff

Official:

ROBERT M. JOYCE  
Major General, United States Army  
The Adjutant General

DISTRIBUTION: Special.



**HANDOUT # 1**

**The Modern Army Record-Keeping System (MARKS)**

**Identifying records of the**

**5TH BATTALION,  
73RD ARMOR**

**under MARKS**

**Prepared by**

**Administrative Management Directorate**

**Office of The Adjutant General**

**Alexandria, VA 22331**

**Need help?**

**Howard Smith, Ft Knox RMO, tel. 4917**

**John Vos, TAGO, AUTOVON 221-6044**

IDENTIFYING RECORDS UNDER THE  
MODERN ARMY RECORD-KEEPING SYSTEM (MARKS)

1. This handout will help you identify the subject area into which a record falls. It is an extract of Table 2-1, AR 310-2, and contains the basic series numbers, titles, and descriptions for the Army's administrative-type publications. There are 102 such series in all\*.
2. To identify a document under MARKS, first scan this handout for the subject area which applies, then go to that section of your MARKS regulation.

FOR EXAMPLE:

You want to file a letter announcing results of the recent IG inspection of 5/73rd Armor.

It is obvious that the subject of the letter is inspection.

You will see, on the next page, that series 20 deals with Inspections and Investigations.

In your MARKS regulation, under 20, you will find the exact file number you need --

<u>Number</u>	<u>Description</u>
20-1a	IG Inspection Files

3. The relationship among the file number, the series number as shown in this handout, and the number of the prescribing directive that requires the record be created (and maintained, and used) is shown here --

Series #	=	20	=	Inspections & Investigations
Pre-prescribing Directive #	=	AR 20-1	=	Inspector General Activities and Procedures
File #	=	20-1a	=	IG Inspection Files

\* Within 5/73 Armor, most of these series won't apply. We have included all of the series numbers and titles here for your information, but give you the full description only on those with which you might deal in your unit.

4. The following list represents all the subject areas in the Army. REMEMBER...the series number (left-hand column) points you to the file number that you need in your MARKS regulation!

<u>Series #</u>	<u>Title</u>	<u>Description</u>
1	Administration	Administrative functions, such as control of office space, visits, attendance at meetings and conferences, gifts and donations, and other support functions not specifically provided for in other series.
5	Management	(not normally used in 5/73)
10	Organization and Functions	Organization, mission, responsibilities, duties, and functions of commands, units, and organizations.
11	Army Programs	(not normally used in 5/73)
12	Security Assistance	(not normally used in 5/73)
15	Boards, Commissions, and Committees	(not normally used in 5/73)
18	Army Automation	(not normally used in 5/73)
20	Inspections and Investigations	Inquiries, investigations, and inspections into activities and matters pertaining to the performance of mission and the state of discipline, efficiency, and economy of the Department of the Army by The Inspector General and other inspectors general. Excludes criminal and security investigations and materiel inspections, which are in other appropriate subject series.
27	Legal Services	Judiciary boards and proceedings, decisions, opinions, and policies applicable to civil law and military affairs; legal assistance for military personnel and their dependents; policies and procedures relative to patents, inventions, taxation, land litigation

<u>Series #</u>	<u>Title</u>	<u>Description</u>
27	Legal Services	(Continued) involving the Army; trial by courts-martial, including pretrial, trial, and post-trial procedures; nonjudicial punishments; investigation, processing, settlement, and payment of claims against or on behalf of the Government when the Army is involved.
28	Welfare, Recreation, and Morale	Responsibilities and procedures for operation of the special services program, which includes entertainment, sports participation at various levels, crafts, motion picture services, libraries (other than law), service clubs, and other forms of recreation and welfare.
30	Food Program	Commodities, resources, and services used, facilities operated, and functions performed in the supply and service of food.
32	Clothing and Textile Materiel	(not normally used in 5/73)
34	Standardizaion	(not normally used in 5/73)
36	Audit	(not normally used in 5/73)
37	Financial Administration	Policies, procedures, direction, and supervision of financial functions, including budgeting, accounting, funding, entitlement, pay, expenditures, Army Management structure and fiscal code, and related reporting.
40	Medical Services	Administration and operation of Army medical treatment facilities; medical, dental, and veterinary care; and medical, dental, and veterinary equipment and supplies.
50	Nuclear and Chemical Weapons and Materiel	(not normally used in 5/73)

<u>Series #</u>	<u>Title</u>	<u>Description</u>
55	Transportation and Travel	(not normally used in 5/73)
58	Motor Transportation	Administration, registration, and management of motor vehicles and motor pools; hiring of motor vehicles; inventory control and reporting; maintenance cost reporting; safety inspection of privately-owned vehicles; transportation of dependent school children; and utilization of highways.
59	Air Transportation	(not normally used by 5/73)
60	Exchange Service	(not normally used by 5/73)
65	Postal Service	Policies, procedures, and instructions covering worldwide Army postal service. Includes postal finance services; transmission systems for mail; establishment, operation, and discontinuance of Army post offices; unit mail service; postal supplies and equipment; customs requirements for items sent through postal channels; and postal reports and records.
66	Courier Service	(not normally used in 5/73)
70	Research, Development and Acquisition	(not normally used in 5/73)
71	Force Development	(not normally used in 5/73)
75	Explosives	Responsibilities and procedures in connection with use, safety, and disposition of explosives; and explosive ordnance disposal activities.
95	Aviation	Army flight regulations and operations; military aircraft identification and security control; Army aviator flying proficiency and instrument qualification, ratings, logging of flying time, and records;

<u>Series #</u>	<u>Title</u>	<u>Description</u>
95	Aviation	(Continued)  investigation of flight violations; flight information and navigational aids; flying safety; airfields and heliports; techniques, procedures, and personal qualifications involved in flight training. Publications pertaining to aircraft and aircraft materiel as items of equipment or supply are placed in the applicable 700 series.
105	Communications-Electronics	Policy, direction, planning, testing, and operation of communications and electronics systems, such as radio, telephone, teletypewriter, and radar.
108	Audio-Visual Services	(not normally used in 5/73)
115	Climatic, Hydrological, and Topographic Services	(not normally used in 5/73)
130	Army National Guard	(not normally used in 5/73)
135	ARNG and USAR	(not normally used in 5/73)
140	Army Reserve	Mission, organization, administration, and training of the US Army Reserve; functions relating primarily to the USAR, including but not limited to facilities, equipment, logistical support, procurement, management, and separation of USAR personnel. Publications concerning USAR personnel on active duty are under the appropriate subject series.
145	Reserve Officer's Training Corps	Functions, responsibilities, organization, and procedures concerning the administration of the junior and senior divisions of the Army ROTC program and divisions of the National Defense Cadet Corps.

<u>Series #</u>	<u>Title</u>	<u>Description</u>
165	Religious Activities	(not normally used in 5/73)
190	Military Police	Enforcement of military discipline; physical security; traffic control; control over firearms and dangerous weapons; and apprehension, restraint, confinement, administration, sentences, parole, restoration, and disposition of prisoners.
195	Criminal Investigation	(not normally used in 5/73)
200	Environmental Quality	(not normally used in 5/73)
210	Installations	Administrative and management functions pertaining to installations and responsibilities of installation commanders. Subject areas include activation and inactivation, site and master planning, quarters and housing, commercial solicitation, financial institutions, sale of products and services, and similar functions at the installation level not specifically provided for in other series.
220	Field Organizations	Mission, functions, organization and status of field-type units and activities such as activation and inactivation, movement, training, mission readiness, and unit documents, such as rosters and journals.
230	Nonappropriated Funds and Related Activities	Administration of the accounting for nonappropriated funds and activities financed from nonappropriated funds.
235	Industrialized Activities and Labor Relations	(not normally used in 5/73)
290	Cemeteries	(not normally used in 5/73)
310	Military Publications	Policies and procedures for preparation, review, approval,

<u>Series #</u>	<u>Title</u>	<u>Description</u>
310	Military Publications	(Continued) production and distribution of official publications; media and numbering; forms management; field printing and duplicating; and implementation of public laws and Government regulations on printing and duplicating. Procedure for preparation and publication of authorization documents (criteria for manpower and equipment requirements are in the 570 series). Indexes, Army dictionary, abbreviations, and other issuances necessary to maintain current and to understand Army publications and DOD and other publications used by the Army.
325	Statistics	(not normally used by 5/73)
335	Management Information Control	(not normally used by 5/73)
340	Office Management	Policies, procedures, and formats for preparing Army correspondence; channels of communication; and office symbols used by the Army. Receipt, distribution, preparation, and transmission of mail; control and methods of transmitting official mail; mailing addresses; and other matters relating to mail service. Maintenance, evaluation, disposal, retirement, and storage of records for which the Army is responsible; information pertaining to filing equipment; document reproduction; safeguarding nondefense information; and release of information and records contained in Army files.

<u>Series #</u>	<u>Title</u>	<u>Description</u>
350	Training	Instruction of personnel in performance of military functions and tasks and exercises involving units to increase their combat readiness. Includes basic training; individual training in military techniques, doctrines, and tactics. Also includes on-the-job training for military and civilian personnel, such as supervisory, management, first aid, security, recognition, and physical. Excludes subjects included in 351, 352, and 621 series.
351	Schools	(not normally used in 5/73)
352	Dependents' Education	(not normally used in 5/73)
360	Army Public Affairs	(not normally used in 5/73)
380	Security	Identification, classification, downgrading, declassification, dissemination, and protection of defense information; storage and destruction of classified matter; industrial security; investigations involving compromise of classified information; access to classified data; and other matters pertaining to security. Also policies, responsibilities, and functions as they affect security and defense on a national level. Protection and preservation of the military, economic, and productive strength of the United States, including the security of the Government in domestic and foreign affairs.
381	Military Intelligence	Collection, identification, evaluation, control, classification, and dissemination of general and technical intelligence data. Matters relating to subversion, espionage, and counter-intelligence activities.

<u>Series #</u>	<u>Title</u>	<u>Description</u>
385	Safety	Administration of the Army safety program, which is directed toward accident prevention Army-wide. Program responsibilities include conducting studies and surveys to determine unsafe practices and conditions, insuring that mishaps are reported and investigated, establishing reporting format procedures, analyzing and evaluating accident reports, providing safety education, and maintaining statistical data on accident prevention. Publications on flying safety, nuclear accidents and incidents, and some other elements of safety are placed in respective subject series.
405	Real Estate	(not normally used in 5/73)
415	Construction	(not normally used in 5/73)
420	Facilities Engineering	(not normally used in 5/73)
500	Emergency Employment of Army and Other Resources	Actions involved in preparing for war or emergencies, bringing the Army to a state of readiness, assembling and organizing personnel, supplies, and other resources for active military service. Army participation and support in matters of civil disturbance, disaster relief, and civil defense, including emergency actions and measures taken to minimize and assist in riots, demonstrations, and other disorders; floods, earthquakes, storms, fires, and accidents; and planning and operations in support of the National Civil Defense Program. Publications pertaining to specific subjects concerning emergency employment or mobilization are placed in appropriate subject series.

<u>Series #</u>	<u>Title</u>	<u>Description</u>
525	Military Operations	DA Command and Control System and other requirements for combat operational information; activities and functions in support of military operations; resources and equipment used; lessons learned; search and rescue operations; strategic and tactical planning. Includes use of propaganda and other psychological, political, military, economic, and ideological actions designed to create or influence in friendly, neutral, or hostile foreign groups the opinions, attitudes, and behavior in support of national and military objectives.
530	Operations and Signal Security	(not normally used in 5/73)
550	Foreign Countries and Nationals	(not normally used in 5/73)
570	Manpower and Equipment Control	(not normally used in 5/73)

Note. Subnumbers in the 600 through 680 series are assigned as follows: 1 to 99 when applicable to more than one category of personnel; 100 to 199 when applicable to commissioned and warrant officers; 200 to 299 when applicable to enlisted personnel; 300 to 399 when applicable to civilians.

600	Personnel - General	Subjects pertaining to military and civilian personnel not specifically provided for in other 600 series, or which; contain procedures pertaining to more than one series.
601	Personnel Procurement	Appointment of officer personnel, enlistment and reenlistment of enlisted personnel, recruiting activities, and other matters relating to the entry of military personnel into the Army.

<u>Series #</u>	<u>Title</u>	<u>Description</u>
602	Man-Materiel Systems	(not normally used in 5/73)
604	Personnel Security Clearance	(not normally used in 5/73)
606	Personnel Identification	See Series # 640.
608	Personal Affairs	Matters of personal concern to the service member, his or her dependents, and the community, such as insurance, social security, voting, citizenship, and handling and responsibility for personal property. Subjects such as welfare and morale, Army Emergency Relief, and education are placed in specific series.
611	Personnel Selection and Classification	(not normally used in 5/73)
612	Personnel Processing	(not normally used in 5/73)
614	Assignments, Details and Transfers	(not normally used in 5/73)
616	Personnel Utilization	(not normally used in 5/73)
621	Education	(not normally used in 5/73)
623	Personnel Evaluation	(not normally used in 5/73)
624	Promotions	Criteria relating to the promotion in grade of officer and enlisted personnel. Includes procedures pertaining to selection boards, announcements of zones of consideration, and issuance of recommended promotion lists.

<u>Series #</u>	<u>Title</u>	<u>Description</u>
630	Personnel Absences	Leaves of military personnel, including types, entitlement, computations, and recording; procedures pertaining to military personnel who are absent without leave or in a desertion status; absences from regular duty or post due to pass, authorized administrative absence, or public holiday.
632	Standards of Conduct and Fitness	(not normally used in 5/73)
635	Personnel Separations	(not normally used in 5/73)
638	Deceased Personnel	Responsibilities, organization, and procedures applicable to the Mortuary Affairs Program, which provides for the recovery, identification, care, and disposition of deceased personnel for whom the Army is responsible. Includes disposition of personal effects of deceased personnel.
640	Personnel Records and Identification of Individuals	Initiation, transmittal, maintenance, and disposition of personnel files; documents authorized for inclusion in personnel files; location of military personnel records and access to records by authorized individuals. Preparation, issue, use, accountability, and disposition of cards, tags, badges, and fingerprint records required to identify DA personnel for various reasons.
670	Uniform and Insignia	(not normally used in 5/73)

<u>Series #</u>	<u>Title</u>	<u>Description</u>
672	Decorations, Awards, and Honors	Design, eligibility, presentation, and wearing of medals, badges, and tabs; unit awards and streamers; special awards and honors for outstanding service or accomplishment. Army Incentive Awards Program. Supply, manufacture, and sale of decorations and appurtenances. Honors and ceremonies accorded distinguished visitors; and salutes, honors, and visits of courtesy.
680	Personnel Information Systems	Functions and procedures pertaining to personnel accounting and reporting of data concerning military; and civilian personnel. Preparation, transmission, and processing of data and production of finished reports, statistics, and other forms of output pertaining to personnel.
690	Civilian Personnel	(not normally used in 5/73)
700	Lotistics	(not normally used in 5/73)
701	Logistics Plans	(not normally used in 5/73)
702	Product Assurance	(not normally used in 5/73)
703	Petroleum Management	(not normally used in 5/73)
708	Cataloging of Supplies and Equipment	(not normally used in 5/73)
710	Inventory Management	Control of items of supply within the supply system, including procedures for establishing and maintaining requisitioning objectives and for maintaining inventory data on the quantity, location, and condition of supplies and equipment due-in, on-hand, and due-out, to determine quantities of materiel available and/or required for issue; and to facilitate distribution and management of materiel.

<u>Series #</u>	<u>Title</u>	<u>Description</u>
715	Procurement	(not normally used in 5/73)
725	Requisition and Issue of Supplies and Equipment	(not normally used in 5/73)
735	Property Accountability	Authority, policies, and procedures governing accounting for Army property in terms of both monetary value and quantity. Includes pricing; accounting for lost, damaged, and destroyed property; reports of surveys fixing responsibility; and financial inventory accounting for materials and property.
740	Storage and Supply Activities	(not normally used in 5/73)
742	Inspection of Supplies and Equipment	(not normally used in 5/73)
746	Marking, Packing, and Shipment of Supplies and Equipm,ent	(not normally used in 5/73)
750	Maintenance of Supplies and	Actions taken to retain materiel in a serviceable condition or to restore it to serviceability. Maintenance actions include inpection, testing, servicing, classification as to serviceability, repair, rebuild, and reclamation. Also includes activities and operations responsible for maintenance functions.
755	Disposal of Supplies and Equipment	(not normally used in 5/73)
795	International Logistics	(not normally used in 5/73)
840	Heraldic Activities	(not normally used in 5/73)

<u>Series #</u>	<u>Title</u>	<u>Description</u>
870	Historical Activities	Preparation and use of historical data and studies; administration of the Army Historical Program; organizational history, lineage, and honors; establishment and maintenance of museums and historical services; acquisition, accountability, and disposition of historical properties.
920	Civilian Marksmanship	(not normally used in 5/73)



HANDOUT # 2

**The Modern Army Record-Keeping System (MARKS)**

**Identifying General Correspondence  
of the**

**5TH BATTALION,  
73RD ARMOR**

**under MARKS**

**Prepared by**

**Administrative Management Directorate**

**Office of The Adjutant General**

**Alexandria, VA 22331**

**Need help?**

**Howard Smith, Ft Knox RMO, tel. 4917**

**John Vos, TAGO, AUTOVON 221-6044**

HANDOUT # 2

IDENTIFYING GENERAL CORRESPONDENCE UNDER MARKS

1. Having (a) found the appropriate subject area from the list in Handout # 1, and (b) turned to that part of your MARKS regulation, you may find that while the document falls under the subject area generally, it does not fit specifically under any of the detailed numbers. It is for this purpose that we have created a new file number called GENERAL CORRESPONDENCE within each basic MARKS series.

2. As an example, you work in unit supply and you want to file a DF from Bn S-4 that instructs all unit supply officers on "inventory discipline" --

DISPOSITION FORM				
Reference	Subject			
S-4	Inventory Discipline			
TO	All Unit Sup Off	FROM	S-4	DATE CPT Williams
1. The purpose of this DF is to emphasize the discipline that is necessary to maintain 100% control of inventory within 5/73 Armor supply operations...etc., etc.				

3. Handout #1 tells you that the correct series is 710, called "Inventory Management:"

<u>Series #</u>	<u>Title</u>	<u>Description</u>
710	Inventory Management	Control of items of supply within the supply system, including procedures for establishing...etc., etc.

(Go to the next page.....)

4. Your MARKS regulation gives you --

710: INVENTORY MANAGEMENT

Prescribing Directive: AR 710-2, Supply Policy  
Below the Wholesale Level

These records concern control of items of supply, including establishing and maintaining requisitioning objectives and maintaining inventory data on the quality, location, and condition of supplies and equipment due-in, on-hand, and due-out, to determine the quantities of materiel available and/or required for issue; and to facilitate distribution and management of materiel.

<u>Number</u>	<u>Description</u>	<u>Disposition</u>
710	GENERAL INVENTORY MANAGEMENT CORRESPONDENCE FILES. KEYWORDS: Use this number for general correspondence relating to inventory management that cannot logically be filed with the detailed records listed below.	Destroy after 2 years.
-----		
710-2a	PROPERTY BOOK AND SUPPORTING DOCUMENT FILES.	
710-2b	DOCUMENT REGISTER FILES.	
710-2c	HAND RECEIPT FILES.	
710-2d	PROPERTY RECORD INSPECTION REPORTING FILES.	
710-2e	PROPERTY OFFICER DESIGNATION FILES.	
710-2f	PERSONAL PROPERTY ACCOUNTING FILES.	
710-2g	SOLDIER ISSUE FILES.	
710-2h	ACCESS CONTROL RECORDS	
710-2i	PROPERTY LOSS, THEFT, AND RECOVERY REPORTING FILES.	

5. As you can see, "Inventory Discipline" (the DF that you want to file) does not fall readily into any of the detailed file numbers, 710-2a through 710-2i.

6. The number to use, therefore, is --

<u>Number</u>	<u>Description</u>	<u>Disposition</u>
710	GENERAL INVENTORY MANAGEMENT CORRESPONDENCE FILES. KEYWORDS: Use this number for general correspondence relating to inventory management that cannot logically be filed with the detailed records listed below.	Destroy after 2 years.

6. This principle holds true for any record which falls into a general subject area, but doesn't fit into the detailed numbers; USE THE "GENERAL CORRESPONDENCE" NUMBER THAT IS PROVIDED AT THE BEGINNING OF EACH SERIES.



**PRACTICAL EXERCISE # 1**

**The Modern Army Record-Keeping System (MARKS)**

**Practical Exercise in  
Identifying records of the**

**5TH BATTALION,  
73RD ARMOR**

**under MARKS**

**Prepared by**

**Administrative Management Directorate**

**Office of The Adjutant General**

**Alexandria, VA 22331**

**Need help?**

**Howard Smith, Ft Knox RMO, tel. 4917**

**John Vos, TAGO, AUTOVON 221-6044**

**Encl # 5 to Chapter 4**

Practical Exercise (PE) # 1

1. PROBLEM:

a. As a clerk in 5/73 Armor one of your duties is to maintain the Battalion's administrative files.

b. During the past two weeks you have accumulated a number of papers in the "to be filed" box.

c. The sample documents are attached, and consist of letters, DF's, indorsements, comments, etc. on which action has been completed.

2. ACTION TO BE TAKEN:

a. Identify and file the attached sample documents under MARKS.

b. Use the following to help you do this:

(1) Handout # 1, "Identifying Records of the 5th Battalion, 73rd Armor under MARKS."

(2) Handout # 2, "Identifying General Correspondence Records of the 5th Battalion, 73rd Armor under MARKS."

(3) AR 340-XX (Test), "MARKS for TOE and Certain Other Units of the Army."

# DISPOSITION FORM

For use of this form, see AR 340-15; the proponent agency is TAGO.

REFERENCE OR OFFICE SYMBOL

SUBJECT

S-4

Property Book Audit

TO

All Unit Supply Officers

FROM

S-4

DATE

JUN 1983

CMT 1

CPT Williams/46163

1. Property books and supporting documents for FY 83 for all elements of 5th Battalion, 73rd Armor will be audited during the week of 13-17 June by the Fort Knox MAIT Team. Chief of the audit will be MSG Gomez; he will be accompanied by two other auditors.
2. Accountability for Organizational Clothing and Individual Equipment (OCIE) is excluded from this audit.
3. Exact dates and times of audit will be furnished to units when known.

*Wilson B. Williams*  
WILSON B. WILLIAMS  
CPT, Armor  
S-4

SAMPLE  
FOR TRAINING PURPOSES  
ONLY

# DISPOSITION FORM

For use of this form, see AR 340-15; the proponent agency is TAGO.

REFERENCE OR OFFICE SYMBOL

SUBJECT

ADJ

Safety Week

TO

FROM

DATE

11 JUN 1983

CMT 1

CO, Co. A

Adjutant

CPT Doe/42167

CO, Co. B

CO, Co. C

1. CG, USA Armor Center and Fort Knox has designated the week of 22-28 May 1983 as Armor Safety Week. The goal this year, as in the past, is 100% safety and 0% accidents, both on and off duty.

2. Attached are selected safety posters suitable for placing on your unit bulletin board and in barracks. Additionally, two posters are included for posting in unit supply rooms dealing with arms and ammunition safety.

3. Let's keep 1983 accident-free!

10 Incls

as

*James P. Doe*  
JAMES P. DOE

CPT, Armor

Adjutant

SAMPLE  
FOR TRAINING PURPOSES  
ONLY



DEPARTMENT OF THE ARMY  
US ARMY ARMOR CENTER AND FORT KNOX  
Fort Knox, Kentucky 40121

REPLY TO  
ATTENTION OF

8 MAY 1983

ATZK-PA

SUBJECT: 1983 Battalion-level Softball League

Commander  
5th Battalion, 73rd Armor  
Fort Knox, KY 40121

1. This letter confirms the entry of 5/73 Armor in the Fort Knox Battalion-level Softball League for the Summer, 1983 season.
2. League play will take place on Tuesday and Thursday evenings at Field # 10 and Field # 15, Main Post area. Two games will be played on each field on each playing date, commencing at 1800 and 2030 hours. The complete schedule will be forwarded to all participating battalions not later than 10 July 1983. Play is scheduled to begin on 26 July and will end in late September.
3. A representative of your battalion should report to Post Special Services (Bldg # 850, phone 41247) between 0800 and 1200 hours on Monday, 6 June 1983 to draw uniforms and equipment. Each team will be issued 15 jerseys, trousers, leggings, and caps; 10 aluminum bats; 6 practice balls; and a travelling bag to carry equipment in.
4. Point of contact is SFC Harvey, ATZK-PA, telephone 41247.

FOR THE COMMANDING GENERAL:

W. GRANT JOHNSON  
CPT, USA  
Adjutant General

SAMPLE  
FOR TRAINING PURPOSES  
ONLY



DEPARTMENT OF THE ARMY

5th Battalion, 73rd Armor  
Fort Knox, Kentucky 40121

REPLY TO  
ATTENTION OF

ADJ

9 MAY 1983

SUBJECT: Unsatisfactory Subsistence

Chief  
Troop Issue Subsistence Branch  
ATTN: Mr. Peace (Bldg T-2)  
Fort Knox, KY 40121

1. Reference Fort Knox Regulation 30-115.
2. IAW reference, this letter reports the receipt of unsatisfactory subsistence at the 5th Bn, 73rd Armor consolidated mess.
3. On 29 April 1983, MSG Hathaway, NCOIC of the Consolidated Mess, drew (among other items) 400 lbs. of potatoes. Upon removing them from the bags to prepare them for serving, it was discovered that about 40% were spoiled (i.e., soft, rotten, or had sprouted). The contaminated potatoes were destroyed, except that five pounds have been quick-frozen for your inspection. The bags in which the potatoes were received have also been retained.
4. These supplies were drawn on Invoice # 83-11410-R.

FOR THE COMMANDER:

JAMES P. DOE  
CPT, Armor  
Adj

SAMPLE  
FOR TRAINING PURPOSES  
ONLY



DEPARTMENT OF THE ARMY  
US ARMY ARMOR CENTER AND FORT KNOX  
Fort Knox, Kentucky 40121

18 MAY 1983

REPLY TO  
ATTENTION OF

ATZK-AG

SUBJECT: Training on Operation of CPT 8000 Word Processors

Commander  
5th Battalion, 73rd Armor  
Fort Knox, KY 40121

1. The Battalion PAC of each TOE battalion at Fort Knox is scheduled to receive CPT 8000 word processing equipment during the 4th quarter of FY 83. Per the Commander's Call held on 14 May 1983, the software which is furnished with this equipment is intended to reduce the administrative workload on the PAC by standardizing formats for many recurring transactions.

2. The vendor, CPT Corporation, will host operator training sessions on the new equipment on 1, 7, 9, 10, and 15 June. The training consists of an eight-hour block of instruction on any of the given dates. Members of your PAC should attend the training on one of these dates; attendance by the PSNCO is desirable, but not mandatory.

3. To schedule your personnel for this training, please call in names and Social Security Numbers of attendees, and desired dates, to SFC Hawes, ATZK-PA, telephone 41244, not later than 31 May 1983.

FOR THE COMMANDER:

GRAHAM JOHNSON  
CPT, AGC  
Asst Adjutant General

SAMPLE  
FOR TRAINING PURPOSES  
ONLY

# DISPOSITION FORM

For use of this form, see AR 340-15; the proponent agency is TAGO.

REFERENCE OR OFFICE SYMBOL	SUBJECT
ADJ	Appointment of Unit Postal Clerk

TO	CO, Co A	FROM	Adjutant	DATE	17 1983	CMT 1
						CPT Doe/42167

UP AR 310-10, following individual is DESIGNATED:

NAME: WILKINS, Samuel P., SP4, 228-54-3381  
ORGN: Co A, 5th Bn, 73rd Armor  
DESIGNATED: Postal Clerk, Co A, 5/73  
Custodian of Postal Effects, Co A, 5/73  
EFFECTIVE DATE: 17 June 1983  
PERIOD: Indefinite

JAMES P. DOE  
CPT, Armor  
Adjutant

**DISTRIBUTION:**

- 5 - CO, Co A
- 2 - EM Designated
- 1 - Designation File

SAMPLE  
FOR TRAINING PURPOSES  
ONLY

**LIST OF SELECTED FILE NUMBERS**  
(USAARMC Suppl 1 to AR 340-18-1 and AR 340-2)

DATE:  
21 APRIL 81  
Page 1 of 1 Pages

ORGANIZATION:  
5th BN, 73d Armored Regiment  
~~4th BATTALION 37th Armor FT KNOX KY.~~

OFFICE:  
FAC/S-1

**LEGEND**

MF--MISSION FILES (Files that document assigned mission functions)

HF--HOUSEKEEPING FILES (Files that DO NOT document assigned mission functions)

FILE NO.	MF	HF	FILES TITLE AND BRIEF DESCRIPTION
101-01		X	SUSPENSE FILES-Suspense items, reminder to submit a report, ect
101-02		X	OFFICE GEN MGT FILES-Documents relating to the internal management of the office operations.
101-04		X	DUTY REPORTING FILES-Copies of DA Form 1594 used by the CO, DUTY OFF.
101-05		X	HOUSEKEEPING INSTRUCTION FILES-Duty Appointments.
101-07		X	OFFICE RECORDS TRANSMITTAL FILES-Copies of records transmittal list reflecting files transfer or retired.
101-16		X	OFFICE FINANCIAL FILES-Toll calls (telephone)
101-17		X	OFFICE SERVICE AND SUPPLY FILES-DA Form 12
101-18		X	OFFICE PROPERTY RECORDS FILES-Comparable documents showing accountable property.
101-19		X	OFFICE EQUIPMENT APPROVAL AND UTILIZATION FILES-APPROVAL OF Equipment
101-24		X	FILES NUMBER FILES-Approved list of selected file number.
102-09		X	DUTY ROSTER FILES-Documents used to record duties within the company.
103-01		X	REF PUB FILES-OFFICE library ARs PAs, ect.
103-05		X	POLICY AND PRECEDENT FILES-Documents establishing Policy (Bn, 194th, USAARMC)
223-04	X		DEFERRED INSPECTION FILES-Documents accumulated as a result of an inspection.
224-03	X		IG INSPECTION FILES-Documents accumulated as a result of an IG inspection.
<del>227-01</del>	<del>X</del>		<del>PERMANENT ORDER REQUEST FOR FILES ORDERS issued by HQDA or any other</del>
701-02	X		GEN MIL PERB FILES-Documents used to relate to general office management operations (DA Forms 4187)
701-07	X		MIL REEP FILES-Copies of error reports used to supervise a specific function, copies of CP 40s.
706-02	X		DEPARTURE CLEARANCE FILES-Copies of DA 137, for departing Individuals
708-03	X		INFORMATIONAL PERSONNEL FILES-Documents created, accumulated as a result of routine correspondence.
708-07	X		ADVERSE SUITABILITY INFORMATION FILES- Documents of untrue or unproved adverse information.
708-10	X		QUALIFICATION RECORD EXTRACT FILES-Copies of Form 2's.
708-14	X		PERB ACTION SUSPENSION RETP FILES-Copies of DA Form 258 (FLAGS).
709-15	X		PERSONNEL READINESS FILES-Documents of personal information.
715-04	X		STRENGTH REPORTING FILES-PAI's
715-05	X		INDIVIDUAL PERSONNEL CHANGES FILES-DA Form 3815's
715-06	X		PER DATA FILES-DA Form 2475-2 reflecting historical, legal and other information.
715-07	X		SIDPERS REPORTING FILES-Sidpers roster <del>DA Form 3015</del> B#
715-08	X		PERB STR ZERO BALANCE REPORT
716-02	X		LEAVE OF ABSENCE FILE-Documents used to control absences from militia

USAARMC, ICRM May 70 2348

*Reviewed*  
29 Apr 81  
BH

(For Continuation, use USAARMC Form 2348a)

**LIST OF SELECTED FILE NUMBERS**  
(continued)

**ORGANIZATION:**

5th BN, 73d Armored Regiment  
~~4th BATTALION 37th ARMOR FT KNOX KY~~

**OFFICE:**

FAC/S-1

FILE NO.	MF	HF	FILES TITLE AND BRIEF DESCRIPTION
716-02	X		tary installations, DA Form 31 REQUEST AND AUTHORITY FOR LEAVE
716-04	X		MIL PERS REGISTER FILES-DA Form 647-1, Documents used to control absence from military installations, PCS, ETS, TDY, ECT.
716-08	X		LEAVE CONTROL LOG FILES-Copies of records transmittal list reflecting files transferred or retired.
717-06	X		ENLISTED PROMOTION FILES-ORDERS LIST.
718-01	X		APPROVED MILITARY AWARD CASE FILES-Records relating to wartime and/ or combat activities.
718-04	X		DISAPPROVED MILITARY AWARD CASE FILES-Documents relating to the review and disapproval of military awards for individuals.
305-06	X		TRANSMITTAL LETTER FILES-TL s.

**LIST OF SELECTED FILE NUMBERS**  
(USAARMC Suppl 1 to AR 340-18-1 and AR 340-2)

DATE:  
17 Feb 72

Page 1 of 1

ORGANIZATION:  
5th BN, 73d Armored Regiment  
~~4th Battalion, 37th Armor~~

OFFICE:  
S-1 Legal

**LEGEND**

MF—MISSION FILES (Files that document assigned mission functions)

HF—HOUSEKEEPING FILES (Files that DO NOT document assigned mission functions)

FILE NO.	MF	HF	FILES TITLE AND BRIEF DESCRIPTION
101-01		x	SUSPENSE FILE - Papers or note or other reminder to submit a report or to take some other action.
401-02			GEN LEGAL AND INFORMATION FILES - Documents relating to the admin of military justice and the troop information program in general.
401-07			LEGAL AND INFORMATION REF PAPER FILES - Documents used to facilitate control or supervise the performance of a specific function or process.
404-04			SPECIAL COURT-MARTIAL FILES - Retained copies of charge sheets with related papers, correspondence from the officer exercising immediate general court-martial jurisdiction over the command.
404-05			SUMMARY COURT-MARTIAL FILES - Retained copies of formal record of trial of military personnel by summary court-martial, and other relating correspondence.
404-06			COURT-MARTIAL LOCATOR FILES - Documents used for controlling cases which are to be tried or have been tried by summary and special court-martials.

(For Continuation, use USAARMC Form 101-1)

<b>LIST OF SELECTED FILE NUMBERS</b> (USAARMC Suppl 1 to AR 340-18-1 and AR 340-2)		DATE: 17 Feb 73
		Page 1 of 2 Pages
ORGANIZATION: 5th BN, 73d Armored Regiment <del>4th Battalion, 32th Armor</del>	OFFICE: S-2	

## LEGEND

MF—MISSION FILES (Files that document assigned mission functions)

HF—HOUSEKEEPING FILES (Files that DO NOT document assigned mission functions)

FILE NO.	MF	HF	FILES TITLE AND BRIEF DESCRIPTION
101-02		x	OFF GEN MGT FILES - Documents relating to the internal management of the office operation.
101-10		x	SECURITY CONTAINER INFO FILES - Classified container information.
101-12		x	OFF CLASSIFIED DOCUMENT REGISTER/CONTROL FILES - Confidential document control log.
101-17	x		OFFICE SERVICE AND SUPPLY FILES - Key control register; receipts for keys and locks to arms rooms within battalion.
101-18		x	OFFICE PROPERTY RECORD FILES - Hand receipt files; classified document accountability record DA Form 3964.
101-24		x	FILE NUMBER FILE - Approved list of selected file numbers.
102-11		x	SECURITY AWARENESS FILES - Documents accumulated in connection with systems designed to obtain compliance with security regulations by all personnel such as a system requiring that each individual periodically read applicable security regulations and sign a memorandum indicating that the regulations are understood.
103-01		x	REF PUB FILES - Office library, AR's, PAMs etc.
103-03		x	READING FILES - Crime prevention council meeting, Command & Staff, 194th Letters, Recurring reports register, Tornado Warning Plan, State & Local Laws regarding Registration and Possession of Fire Arms
103-05		x	POLICY AND PRECEDENT FILES - Documents establishing policy (Bn, 194, USAARMC, TRADOC, FORSCOM, MILPERCEN ETC).
201-04	x		ORIENTATION AND BRIEFING FILES - SAEDA orientation.
209-03	x		READINESS REPT FILES - Documents relating to the reporting of actual readiness conditions of the army forces.
501-02	x		GENERAL INTELLIGENCE, SECURITY MP AND MAPPING - Security of weapons, ammo and sensitive items, request for security clearance.
501-07	x		INTELLIGENCE, SECURITY, MP AND MAPPING REFP FILES - Documents used to facilitate, control or supervise the performance of a specific function or process or action as distinguished from those official records as necessary for documenting performance of a function.
505-01	x		SECURITY CLASSIFICATION FILES - Documents relating to reports on security classification.

(For Continuation, use USAARMC Form 2348)

LIST OF SELECTED FILE NUMBERS  
(continued)

ORGANIZATION: <i>5th BN, 73d Armored Regiment</i> <del>4th Battalion, 37th Armor</del>	OFFICE:  <b>S-2</b>
--	---------------------------

FILE NO.	MF	HF	FILES TITLE AND BRIEF DESCRIPTION
505-16	x		SECURITY INSPECTION/SURVEY FILES - Quarterly battalion inspection, arms rooms inspection.
506-02	x		SECURITY BRIEFING/DEBRIEFING FILES - Security termination statement and debriefing certificate DA Form 2962.
509-12	x		GUARD REPT FILES - Retained copies of the guard report, DA Form 904.
509-13	x		GATE GUARD FILES - Documents relating to measures taken to guard gov't facilities and military prisoners, assignment sheets, gun registers, registers reflecting vehicle movement in/out of gov't facilities etc.
614-01	x		RR/EO AND EEO REPT FILES - Documents reflecting information reported as activities and conditions related to race relations and equal opportunity for military personnel.
614-02	x		RR/EO AND EEO SURVEY FILES - Documents related to conducting surveys on the implementation and effectiveness of race relations and equal opportunity for all military personnel.
614-03	x		RR/EO AND EEO COMPLAINT FILES - Documents reflecting complaints of personnel concerning race relations and EOT for military and equal employment opportunity.
1001-02	x		GEN TRNG AND EDUCATION FILES - Security & SAEDA lectures and res...

**LIST OF SELECTED FILE NUMBERS**  
(USAARMC Suppl 1 to AR 340-18-1 and AR 340-2)

DATE:  
17 Feb 73

Page 1 of 1

ORGANIZATION:  
5th BN 73d Armored Regiment  
~~4th Bn 37th AFROE~~

OFFICE:  
S-3

**LEGEND**

MF—MISSION FILES (Files that document assigned mission functions)

HF—HOUSEKEEPING FILES (Files that DO NOT document assigned mission functions)

FILE NO.	MF	HF	FILES TITLE AND BRIEF DESCRIPTION
101-01		x	SUSPENSE FILES - Papers or note or other reminder to submit a report.
101-02		x	GEN OFF MGT FILES - Documents accumulated that relate to general, routine and internal management and operation of office.
101-24		x	FILE NUMBER FILE - Approved list of selected file numbers.
103-01	x		REF PUB FILES - Copies of publication issued by element of the army, maintained for office reference.
103-05	x		POLICY AND PRECEDENT FILE - Copies of operating procedure statements of policy and/or procedures from higher and local commands.
204-01	x		EMERGENCY PLANNING FILES - Copies of plans that require emergency planning for domestic disturbances, disaster relief, civil/military defense and specific instructions for executing these plans.
207-03	x		ORGANIZATION AND ALLOWANCE FILES - TOE and manpower survey documents and related papers.
224-03	x		INSPECTOR GENERALS INSPECTION FILES - Copies of Annual General Inspections with related papers.
228-08	x		ORGANIZATION HISTORY FILES - Documents relating to organizational history which include copies of annual unit history supplements, copies of lineage and honors, newspaper and magazine clippings.
1001-07	x		TRNG AND EDUCATION REF PAPER FILES - Descriptions; Schools (Basic 1st Aid, BNCOC, NEG, Master Gunner, Motor Officer, OJT, PRCCO/CA, Shelter Manager/Monitor, Projectionist Course, TVM) After Action Reports, Armo Forecast, Awards and Ceremonies, Funerals, (General), Inspection Range utilization Reports, etc.
1002-03	x		TRNG INSPECTION FILES - Description; Master Trng Schedule and Weekly Trng Schedule and Highlights. Copies of trng management inspections conducted by this and higher headquarters.

(For Continuation, use USAARMC Form 2348)

FORM 204-2 (10-66) Fourth Army Bldg 401 2348

**LIST OF SELECTED FILE NUMBERS**  
(USAARMC Suppl 1 to AR 340-18-1 and AR 340-2)

DATE:  
17 Feb 78

Page 1 of Pages

ORGANIZATION:  
5th BN, 73d Armored Regiment  
~~1st Battalion, 37th Armor~~

OFFICE:  
S-4

**LEGEND**

MF—MISSION FILES (Files that document assigned mission functions)

HF—HOUSEKEEPING FILES (Files that DO NOT document assigned mission functions)

FILE NO.	MF	HF	FILES TITLE AND BRIEF DESCRIPTION
101-01		x	SUSPENSE FILES - Notes or reminders to submit a report.
101-02		x	OFF GEN MGT FILES - Documents related to signature authorization
101-07		x	OFF RECORDS TRANSMITTAL FILES - SF 135
101-17		x	OFFICE SERVICE AND SUPPLY FILES - SSSC Files, job orders request.
101-18		x	OFF PROPERTY RECORDS FILES - Documents of users copy of hand receipts for items of property.
101-24		x	OFF FILES NUMBER FILES - Approved list of selected file numbers.
102-11		x	SECURITY AWARENESS FILES - Documents relating to security regulations.
103-01		x	REF PUB FILES - Copies of publications issued by an element of the army, AR's PAMS etc.
103-05		x	POLICY AND PRECEDENT FILES - Extra copies of documents establishing policy CO, 3n, 194, USAARMC, FORSCOM, TRADOC, DA, S-4 info ltrs.
224-03	x		IG INSPECTION FILES - Copies of annual general inspections with related papers.
607-01	x		ACCIDENT INCIDENT CASE FILES - Documents related to individual accidents DA Form 285.
1401-07	x		LOG REFP FILES - Documents relating to budgeting, building utilization, equipment status report, fire inspections report, S-4 info ltrs, 7/27 Armor ltrs, inventory of weapons (small arms) job order requests, safety meetings, supply transactions report etc.
1415-17	x		EQUIPMENT TABLE FILES - Documents relating to special authorizations.
1416-14	x		PROPERTY BOOK AND SUPPORTING DOCUMENT FILES - Documents reflecting the description, receipt and turn-in of property, report of surveys.
1416-15	x		DOCUMENTS REGISTER FILES - Documents used in transacting supply action.
1416-16	x		HAND RECEIPTS FILES - Documents relating to the loan and return of property and supplies.
1416-18	x		PROPERTY RECORD INSPECTION REPT FILES - Documents related to inspections of unit records.
1420-12	x		MAINT REQUEST FILES - Documents used to request maintenance service.

(for Continuation, use USAARMC Form 204-2)

USAARIAC Form 2348

LIST OF SELECTED FILE NUMBERS (USAARMC Suppl 1 to AR 340-18-1 and AR 340-2)			DATE: 17 Feb 73
ORGANIZATION: 5th BN, 73d Armored Regiment <del>4th Battalion, 37th Armor</del>			OFFICE: Bn Mail Room
LEGEND			
MF—MISSION FILES (Files that document assigned mission functions)		HF—HOUSEKEEPING FILES (Files that DO NOT document assigned mission functions)	
FILE NO.	MF	HF	FILES TITLE AND BRIEF DESCRIPTION
101-24		x	FILE NUMBER FILES - Approved list of selected file numbers.
1101-07	x		COMMUNICATION REFERENCE PAPER FILES - Postal refp files used for accountability of personnel (USAARMC Form 3599) and orders used for future ref of personnel departing and incoming.
1108-05	x		POSTAL PERSONNEL DESIGNATION FILES - Documents used to appoint mail clerk and alternate mail clerk.
1108-10	x		UNIT MAILROOM INSPECTION FILES - Documents used for unit mail room inspections by Bde.
1108-18	x		STANDING DELIVERY ORDER FILES - PS Form 3501, authorization to handle Bn Cdr's mail.
1108-19	x		UNIT MAILROOM ACCOUNTABLE MAIL RECEIPT FILES - Documents used for accountability of registered mail (Insured, Certified, Registered).

(For Continuation, use USAARMC Form 2242a)

**LIST OF SELECTED FILE NUMBERS**  
(continued)

**ORGANIZATION:**

~~4th Bn 37th Armor, Ft Knox, KY 40121~~  
5th BN, 73D Armored Regiment

**OFFICE:** (HHC, CSC, CoA, CoB, CoC  
Orderly Room & Trng Room

FILE NO.	MF	HF	FILES TITLE AND BRIEF DESCRIPTION
101-01		X	SUSPENSE FILES- Papers or notes or other reminder to submit a report.
101-18		X	OFFICE PROPERTY RECORD FILES-Hand receipts.
101-24		X	OFFICE FILE NUMBERS FILES-Approved list of selective file numbers.
103-01		X	REF PUB FILES-Copies of AR, PAMS, (Office Library).
103-05		X	POLICY AND PRECEDENT FILES-Documents establishing policy and precedent (Bn, 194th, USAARMC, FORSCOM, TRADOC, MILPERCEN, DA).
1001-07	X		TRNG AND EDUCATION REF FILES-DOCUMENTS used in conducting military training exercises, PT Cards, Ref Papers.
1002-03	X		TRNG INSPECTION FILES-Documents related to schedule training inspections Trng schedules.

*Reviewed  
13 May 88  
BT*

LIST OF SELECTED FILE NUMBERS		DATE:	
(USAARMC Suppl 1 to AR 340-18-1 and AR 340-2)		25 FEB 80	
		Page 1 of 1 Pages	
ORGANIZATION: HHC 4th <del>37th</del> <del>Armor</del> 5th BN, 73d Ft Knox, Kentucky 40121 Armored Regiment		OFFICE: Motor Shop	
LEGEND			
MF—MISSION FILES (Files that document assigned mission functions)		HF—HOUSEKEEPING FILES (Files that DO NOT document assigned mission functions)	
FILE NO.	MF	HF	FILES TITLE AND BRIEF DESCRIPTION
101-01		X	SUSPENSE FILES—LCIs, DPs, notes and other assortment of notes or ltrs.
101-18		X	OFF RECEIPT RECORD FILES—Hand Receipts, packing Lists, or other comparable documents.
101-24		X	OFFICE FILE NUMBERS—Copy of approved list of file numbers used in shop operations.
103-01		X	Copies of publications issued by any element of the Army or other Government Agency.
103-05		X	POLICY AND PRECEDENT FILES—SOP's, internal and external, establishing policy or precedent for future and continuing action.
1420-07	X		REGISTRATION FILES—DA Form 2406 (Tender Report).
1420-02	X		HISTORICAL RECORD/LOGBOOK FILES—FM 33-750 prescribes the use of equipment logbooks and maintenance historical files.
1420-03	X		MAINTENANCE AND INSPECTION FILES—Documents reflecting the performance of preventative maintenance inspection and documents used to control maintenance work.
1420-10	X		DISPATCH ORGANIZATIONAL CONTROL RECORD FILES—Documents used to reflect the dispatch of a vehicle. Formal information is outlined in FM 33-750.
1420-11	X		EQUIPMENT DAILY UTILIZATION FILES—Documents completed by dispatcher and operator to provide information relative to daily use of equipment.
1420-12	X		MAINTENANCE REQUEST FILES—Documents used to request maintenance service, to report completion of MIs, to record maintenance performed, to report receipt of defective material, and to submit MIs.
1420-14	X		TECHNICAL TAG FILES—Document used as receipt for replacement parts and components.
1420-13	X		EQUIPMENT INSPECTION/MAINT WORKSHEET FILES—DA Form 2404.

*Received  
11 Mar 74  
GD*

(For Continuation, use USAARMC Form 2348a)

**LIST OF SELECTED FILE NUMBERS  
(continued)**

**ORGANIZATION:**

~~4th Bn 37th Armor, Ft Knox, KY 40121~~  
5th BN, 73d Armored Regiment

**OFFICE:** HHC, CSC, CoA, CoB, CoC  
Orderly Room & Trng Room

FILE NO.	MF	HF	FILES TITLE AND BRIEF DESCRIPTION
101-01		X	SUSPENSE FILES- Papers or notes or other reminder to submit a report.
101-18		X	OFFICE PROPERTY RECORD FILES-Hand receipts.
101-24		X	OFFICE FILE NUMBERS FILES-Approved list of selective file numbers.
103-01		X	REF PUB FILES-Copies of AR, PAMS, (Office Library).
103-05		X	POLICY AND PRECEDENT FILES-Documents establishing policy and precedent (Bn, 194th, USAARMC, FORSCOM, TRADOC, MILPERCEN, DA).
1001-07	X		TRNG AND EDUCATION REF FILES-DOCUMENTS used in conducting military training exercises, PT Cards, Ref Papers.
1002-03	X		TRNG INSPECTION FILES-Documents related to schedule training inspections Trng schedules.

*Reviewed  
13 May 88  
JH*

**LIST OF SELECTED FILE NUMBERS  
(continued)**

<b>ORGANIZATION:</b> 5th BN, 73d Armored <del>Regiment</del> <sup>Regiment</sup> Co. A <del>4/37th Armer</del>	<b>OFFICE:</b>  SUPPLY
--	------------------------------

FILE NO.	MF	HF	FILES TITLE AND BRIEF DESCRIPTION
101-01		X	Suspense file destroy when action is completed or transfer
101-02		X	Office general management files COFF 31 Dec Dest 1 Jan (after 1 year)
101-17		X	Office service and supply file SSSC documents
101-17		X	Office service and supply file DA 4283 (ACTIVE)
101-17		X	Office service and supply file DA 4283 (INACTIVE)
101-17		X	Office service and supply file request for pubs and blank forms (ACTIVE)
101-17		X	Office service and supply file request for pubs and blank forms (INACTIVE)
101-18		X	Office Property Record file, Destroy when superceded, obs, or turn-in
103-01		X	Reference Publication file
103-05		X	Policy and precedent file
726-05	X		Personal effects case files baggage register (ACTIVE)
726-05	X		Personal effects case files baggage register (INACTIVE)
1401-02	X		Gen Admin, Logistics file (YEAR) 10% inventories
1401-07	X		Logistics References paper files see AR 440-2 for disposition instruc
1401-02	X		Logistics Reference file (Statement of Charges)
1401-02	X		Logistics Reference file (Cash Collection)
1401-02	X		Logistics Reference file (GPLD's and Report of Survey)
1401-02	X		Logistics Reference file (DF's for Request for Issue)
1415-17	X		Equipment Table files
1416-16	X		Hand Receipts file
* 1416-20	X		Personal property account file (ACTIVE)
1416-20	X		Personal property account file (ACTIVE (INACTIVE))
* 1416-34	X		Personal clothing records file ETS/PCS file
* 1420-12	X		Maintenance request file (ACTIVE)
1420-12	X		Maintenance request file (INACTIVE)
1427-01	X		Unit and organizational laundry file DA Form 1974
1427-01	X		Unit and organizational laundry file DA Form 3136
1427-01	X		Unit and organizational laundry file DA Form 3799
* 1416-18	X		<i>Property Record Inspection Reporting Files.</i>
** 1416-37	X		<i>Organization Clothing and Equipment (CCIE) Files. DA Form 3645</i>
1416-39			<i>Soldier Issue Files</i>

*Reviewed  
14 Aug 81  
BH*

**LIST OF SELECTED FILE NUMBERS**  
(USAARMC Suppl 1 to AR 340-18-1 and AR 340-2)

DATE:  
1 APRIL 1980

Page 1 of 1 Pages

ORGANIZATION:  
CoA, CoB, CoC, CSC  
~~4th Bn 37th Armor, Ft Knox, Ky 40121~~  
5th BN, 73d Armored Regiment

OFFICE:  
Motor Shop

**LEGEND**

MF—MISSION FILES (Files that document assigned mission functions)

HF—HOUSEKEEPING FILES (Files that DO NOT document assigned mission functions)

FILE NO.	MF	HF	FILES TITLE AND BRIEF DESCRIPTION
101-01		X	SUSPENSE FILES—LOIs, DFs, notes and other assortment of notes or ltrs.
101-18		X	OFF PROPERTY RECORD FILES—Hand Receipts, Packing Lists, or other comparable documents.
101-24		X	OFFICE FILE NUMBERS—Copy of approved list of file numbers used in shop operations
103-01		X	Copies of publications issued by any element of the Army or other Government Agency.
103-05		X	POLICY AND PRECEDENT FILES—SOP's, Internal and external, establishing policy or precedent for future and continuing action.
1401-07	X		LOGISTICS REF FILES—DA Form 2406 (Feeder Report).
1420-02	X		HISTORICAL RECORD/LOGBOOK FILES—TM 38-750 prescribes the use of equipment logbooks and maintenance historical files.
1420-03	X		MAINT SUMMARY AND MANAGEMENT FILES—Documents reflecting the performance of preventative maintenance inspection and documents used to control maintenance work.
1420-10	X		DISPATCHER ORGANIZATIONAL CONTROL RECORD—FILES—Documents used to reflect the dispatch of a vehicle. Normal information is outlined in TM 38-750
1420-11	X		EQUIPMENT DAILY UTILIZATION FILES—Documents completed by dispatcher and operator to provide information relative to daily use of equipment.
1420-12	X		MAINTENANCE REQUEST FILES—Documents used to report maintenance service to report completion of MNOs, Torecord maintenance performed, to report receipt of defective material, and to submit EIR.
1420-14	X		EXCHANGE TAG FILES—Document used as receipt for replacement parts and components.
1420-18	X		EQUIPMENT INSPECTION/MAINT WORKSHEET FILES—DA Form 2404.

*Reviewed  
13 May 80  
BH*

(For Continuation, use USAARMC Form 2348a)

LIST OF SELECTED FILE NUMBERS  
(continued)

ORGANIZATION:

~~4th Bn 37th Armor~~, Ft Knox, KY 40121  
5th BN, 73d Armored Regiment

OFFICE: HHC, CSC, CoA, CoB, CoC  
Orderly Room & Trng Room

FILE NO.	MF	HF	FILES TITLE AND BRIEF DESCRIPTION
101-01		X	SUSPENSE FILES- Papers or notes or other reminder to submit a report.
101-18		X	OFFICE PROPERTY RECORD FILES-Hand receipts.
101-24		X	OFFICE FILE NUMBERS FILES-Approved list of selective file numbers.
103-01		X	REF PUB FILES-Copies of AR, PAMS, (Office Library).
103-05		X	POLICY AND PRECEDENT FILES-Documents establishing policy and precedent (Bn, 194th, USAARMC, FORSCOM, TRADOC, MILPERCEN, DA).
1001-07	X		TRNG AND EDUCATION REF FILES-DOCUMENTS used in conducting military training exercises, PT Cards, Ref Papers.
1002-03	X		TRNG INSPECTION FILES-Documents related to schedule training inspections Trng schedules.

*Reviewed  
13 May 80  
JH*

**LIST OF SELECTED FILE NUMBERS**  
(USAARMC Suppl 1 to AR 340-18-1 and AR 340-2)

DATE:  
1 APRIL 1990

Page 1 of 1 Pages

ORGANIZATION:  
CoA (CoB, CoC, CSC)  
~~4th Bn 37th Armor, Ft Knox, Ky 40121~~  
5th BN, 73d Armored Regiment

OFFICE:  
Motor Shop

**LEGEND**

MF—MISSION FILES (Files that document assigned mission functions)

HF—HOUSEKEEPING FILES (Files that DO NOT document assigned mission functions)

FILE NO.	MF	HF	FILES TITLE AND BRIEF DESCRIPTION
101-01		X	SUSPENSE FILES—LOIs, DFs, notes and other assortment of notes or ltrs.
101-18		X	OFF PROPERTY RECORD FILES—Hand Receipts, Packing Lists, or other comparable documents.
101-24		X	OFFICE FILE NUMBERS—Copy of approved list of file numbers used in shop operations
103-01		X	Copies of publications issued by any element of the Army or other Government Agency.
103-05		X	POLICY AND PRECEDENT FILES—SCP's, Internal and external, establishing policy or precedent for future and continuing action.
1401-07	X		LOGISTICS REF FILES—DA Form 2406 (Feeder Report).
1420-02	X		HISTORICAL RECORD/LOGBOOK FILES—TM 38-750 prescribes the use of equipment logbooks and maintenance historical files.
1420-03	X		MAINT SUMMARY AND MANAGEMENT FILES—Documents reflecting the performance of preventative maintenance inspection and documents used to control maintenance work.
1420-10	X		DISPATCHER ORGANIZATIONAL CONTROL RECORD—FILES—Documents used to reflect the dispatch of a vehicle. Normal information is outlined in TM 38-750
1420-11	X		EQUIPMENT DAILY UTILIZATION FILES—Documents completed by dispatcher and operator to provide information relative to daily use of equipment.
1420-12	X		MAINTENANCE REQUEST FILES—Documents used to report maintenance service to report completion of MWOs, to record maintenance performed, to report receipt of defective material, and to submit EIR.
1420-14	X		EXCHANGE TAG FILES—Document used as receipt for replacement parts and components.
1420-18	X		EQUIPMENT INSPECTION/MAINT WORKSHEET FILES—DA Form 2404.

*Reviewed  
13 May 88  
BH*

(For Continuation, use USAARMC Form 2348a)

**LIST OF SELECTED FILE NUMBERS**  
(continued)

ORGANIZATION:			OFFICE:
5TH BN, 73d Armored Regiment COMPANY B <del>4TH BATTALION 31TH ARMOR</del>			SUPPLY ROOM
FILE NO.	MF	EF	FILES TITLE AND BRIEF DESCRIPTION
101-01		X	SUSPENSE FILES- Papers arranged in date order as a reminder that an action is required on a given date
101-02		X	OFFICE GENERAL MANAGEMENT FILES- Documents relating to administration of an office
101-17		X	OFFICE SERVICE AND SUPPLY FILES- SSSC
101-17		X	OFFICE SERVICE AND SUPPLY FILES- Request for Publication
101-17		X	OFFICE SERVICE AND SUPPLY FILES- Building Maintenance
101-18		X	OFFICE PROPERTY RECORD FILE- Cards, lists and receipts showing accountable property
103-01		X	REFERENCE PUBLICATION FILES- Publications from the Army or any Government agency kept for reference
103-05		X	POLICY AND PRECEDENT FILES- SBP's, LOX's and statements of policy and procedure
726-05	X		PERSONAL EFFECTS CASE FILES- RECEIPT OF PERSONAL EFFECTS (ACTIVE)
726-05	X		PERSONAL EFFECTS CASE FILES- DISPOSITION OF PERSONAL EFFECTS (INACTIVE)
1401-02	X		GENERAL LOGISTICS ADMINISTRATIVE FILES- Statement of Charges - REPORT of Survey - GPLD - Cash Collection Voucher
1401-07	X		LOGISTICS REFERENCE PAPER FILES- Supporting Documents
1415-17	X		EQUIPMENT TABLE FILES- Authorization Documents (MTOE)
1416-16	X		HANDS RECEIPTS FILES- Receipts relating to the loan and return of property
1416-18	X		<i>Property Record Inspection Reporting File</i>
1416-20	X		PERSONAL PROPERTY ACCOUNTING FILES- Absentee Baggage (ACTIVE) - Absentee Baggage (INACTIVE) - PCB Files - TBI Files
1416-34	X		PERSONAL RECORD CLOTHING FILES- Individual personal clothing and assigned government property
1416-37	X		ORGANIZATION CLOTHING AND EQUIPMENT (OCIE) FILES- DA Form 3645- <i>1416-37</i>
1420-12	X		MAINTENANCE REQUEST FILES- DA Form 2407 Active and Inactive
1427-01	X		UNIT AND ORGANIZATION LAUNDRY- DA Form 3136 and DA Form 1974

*Resubmit  
14 Aug 81  
SH*

**LIST OF SELECTED FILE NUMBERS  
(continued)**

<b>ORGANIZATION:</b>			<b>OFFICE:</b> HHC, CSC, CoA, CoB (CoC) Orderly Room & Trng Room
4th Bn 37th Armor, Ft Knox, KY 40121 5th Bn, 73d Armored Regiment			
FILE NO.	MF	HF	FILES TITLE AND BRIEF DESCRIPTION
101-01		X	SUSPENSE FILES- Papers or notes or other reminder to submit a report.
101-18		X	OFFICE PROPERTY RECORD FILES-Hand receipts.
101-24		X	OFFICE FILE NUMBERS FILES-Approved list of selective file numbers.
103-01		X	REF PUB FILES-Copies of AR, PAMS, (Office Library).
103-05		X	POLICY AND PRECEDENT FILES-Documents establishing policy and precedent (Bn, 194th, USAARMC, FORSCOM, TRADOC, MILPERCEN, DA).
1001-07	X		TRNG AND EDUCATION REF FILES-DOCUMENTS used in conducting military training exercises, PT Cards, Ref Papers.
1002-03	X		TRNG INSPECTION FILES-Documents related to schedule training inspections Trng schedules.

*Reviewed  
13 May 88  
BT*

**LIST OF SELECTED FILE NUMBERS**  
(USAARMC Suppl 1 to AR 340-18-1 and AR 340-2)

DATE:  
1 APRIL 1950

Page 1 of 1 Pages

ORGANIZATION:  
CoA, CoB, CoC, CSC  
~~4th Bn 37th Armor, Ft Knox, Ky 40121~~  
5th BN, 73d Armored Regiment

OFFICE:  
Motor Shop

LEGEND

MF—MISSION FILES (Files that document assigned mission functions)

HF—HOUSEKEEPING FILES (Files that DO NOT document assigned mission functions)

FILE NO.	MF	HF	FILES TITLE AND BRIEF DESCRIPTION
101-01		X	SUSPENSE FILES—IOIs, DFs, notes and other assortment of notes or ltrs.
101-18		X	OFF PROPERTY RECORD FILES—Hand Receipts, Packing Lists, or other comparable documents.
101-24		X	OFFICE FILE NUMBERS—Copy of approved list of file numbers used in shop operations
103-01		X	Copies of publications issued by any element of the Army or other Government Agency.
103-05		X	POLICY AND PRECEDENT FILES—SOP's, Internal and external, establishing policy or precedent for future and continuing action.
1401-07	X		LOGISTICS REF FILES—DA Form 2406 (Feeder Report).
1420-02	X		HISTORICAL RECORD/LOGBOOK FILES—TM 38-750 prescribes the use of equipment logbooks and maintenance historical files.
1420-03	X		MAINT SUMMARY AND MANAGEMENT FILES—Documents reflecting the performance of preventative maintenance inspection and documents used to control maintenance work.
1420-10	X		DISPATCHER ORGANIZATIONAL CONTROL RECORD—FILES—Documents used to reflect the dispatch of a vehicle. Normal information is outlined in TM 38-750
1420-11	X		EQUIPMENT DAILY UTILIZATION FILES—Documents completed by dispatcher and operator to provide information relative to daily use of equipment.
1420-12	X		MAINTENANCE REQUEST FILES—Documents used to report maintenance service to report completion of MWOs, Torecord maintenance performed, to report receipt of defective material, and to submit EIR.
1420-14	X		EXCHANGE TAG FILES—Document used as receipt for replacement parts and components.
1420-18	X		EQUIPMENT INSPECTION/MAINT WORKSHEET FILES—DA Form 2404.

*Reviewed  
13 May 80  
BH*

(For Continuation, use USAARMC Form 2348c)

**LIST OF SELECTED FILE NUMBERS**  
(continued)

**ORGANIZATION:**

~~4th Bn 37th Armor, Ft Knox, KY 40121~~  
5th BN, 73d Armored Regiment

**OFFICE:** HHC (CSC), CoA, CoB, CoC  
Orderly Room & Trng Room

FILE NO.	MF	HF	FILES TITLE AND BRIEF DESCRIPTION
101-01		X	SUSPENSE FILES- Papers or notes or other reminder to submit a report.
101-18		X	OFFICE PROPERTY RECORD FILES-Hand receipts.
101-24		X	OFFICE FILE NUMBERS FILES-Approved list of selective file numbers.
103-01		X	REF PUB FILES-Copies of AR, PAMS, (Office Library).
103-05		X	POLICY AND PRECEDENT FILES-Documents establishing policy and precedent (Bn, 194th, USAARMC, FORSCOM, TRADOC, MILPERCEN, DA).
1001-07	X		TRNG AND EDUCATION REF FILES-DOCUMENTS used in conducting military training exercises, PT Cards, Ref Papers.
1002-03	X		TRNG INSPECTION FILES-Documents related to schedule training inspections Trng schedules.

*Reviewed  
13 May 80  
BH*

**LIST OF SELECTED FILE NUMBERS**  
(USAARMC Suppl 1 to AR 340-18-1 and AR 340-2)

DATE:  
1 APRIL 1980  
Page 1 of 1 Pages

ORGANIZATION:  
CoA, CoB, CoC, CSC  
~~1st Bn 37th Armor, Ft Knox, Ky 40121~~  
Redesignated 5th BN, 73d Armored Regiment

OFFICE:  
Motor Shop

**LEGEND**

MF—MISSION FILES (Files that document assigned mission functions)

HF—HOUSEKEEPING FILES (Files that DO NOT document assigned mission functions)

FILE NO.	MF	HF	FILES TITLE AND BRIEF DESCRIPTION
101-01		X	SUSPENSE FILES—ICIs, DFs, notes and other assortment of notes or ltrs.
101-18		X	OFF PROPERTY RECORD FILES—Hand Receipts, Packing Lists, or other comparable documents.
101-24		X	OFFICE FILE NUMBERS—Copy of approved list of file numbers used in shop Operations
103-01		X	Copies of publications issued by any element of the Army or other Government Agency.
103-05		X	POLOGY AND PRECEDENT FILES—SOP's, Internal and external, establishing policy or precedent for future and continuing action.
1401-07	X		LOGISTICS REF FILES—DA Form 2406 (Feeder Report).
1420-02	X		HISTORICAL RECORD/LOGBOOK FILES—TM 38-750 prescribes the use of equipment logbooks and maintenance historical files.
1420-03	X		MAINT SUMMARY AND MANAGEMENT FILES—Documents reflecting the performance of preventative maintenance inspection and documents used to control maintenance work.
1420-10	X		DISPATCHER ORGANIZATIONAL CONTROL RECORD—FILES—Documents used to reflect the dispatch of a vehicle. Normal information is outlined in TM 38-750
1420-11	X		EQUIPMENT DAILY UTILIZATION FILES—Documents completed by dispatcher and operator to provide information relative to daily use of equipment.
1420-12	X		MAINTENANCE REQUEST FILES—Documents used to report maintenance service to report completion of MWOs, to record maintenance performed, to report receipt of defective material, and to submit EIR.
1420-14	X		EXCHANGE TAG FILES—Document used as receipt for replacement parts and components.
1420-18	X		EQUIPMENT INSPECTION/MAINT WORKSHEET FILES—DA Form 2404.

*Reviewed  
13 May 80  
BH*

(For Continuation, use USAARMC Form 2349a)

**LIST OF SELECTED FILE NUMBERS**  
(continued)

<b>ORGANIZATION:</b> 5th BN, 73d Armored Regiment <del>4th Battalion, 37th Armor</del>	<b>OFFICE:</b> BN Maint
--	----------------------------

FILE NO.	MF	HF	FILES TITLE AND BRIEF DESCRIPTION
1420-12	x		MAINT REQUEST FILES - Documents used to request maintenance service.
1420-14	x		EXCHANGE TAG FILES - Documents used as receipts for replacement of parts and components.

**LIST OF SELECTED FILE NUMBERS**  
(USAARMC Suppl 1 to AR 340-18-1 and AR 340-2)

DATE:  
17 Feb 73  
Page 1 of 2 Pages

ORGANIZATION:  
5th BN, 73d Armored Regiment  
4th Battalion, 37th Armor

OFFICE:  
BN Maint

**LEGEND**

MF—MISSION FILES (Files that document assigned mission functions)

HF—HOUSEKEEPING FILES (Files that DO NOT document assigned mission functions)

FILE NO.	MF	HF	FILES TITLE AND BREF DESCRIPTION
101-01		x	SUSPENSE FILE - Copies papers or note or other reminder to submit a report.
101-13		x	OFF PROPERTY RECORD FILES - Cards, listings, hand receipts, or comparable documents.
101-24		x	OFFICE FILE NUMBER FILES - Copies of approved list of selected file numbers.
103-01		x	REF PUB FILES - Copies of publications issued by any element of the army, other government agencies.
103-03		x	READING FILES - Copies of outgoing communications, arranged chronologically, and maintained for periodic review.
103-05		x	POLICY AND PRECEDENT FILES - Extra copies of documents establishing policy or precedent for future and continuing action.
304-04	x		SIGNATURE CARD FILES - Documents used in identifying signatures of individuals designated as certifying officers for the purpose of certifying vouchers.
223-04	x		CMD INSPECTION FILES - Documents used, accumulated as a result of an inspections.
224-03	x		IG INSPECTION FILES - Copies of annual general inspections with related papers.
708-01	x		MFRJ FILES - Documents pertinent to the career and current assignment of the indiv, copies of 343's .
1401-02	x		GEN ADMIN LOGISTICS FILES - Documents relating to logistics administration in general.
1416-15	x		DOCUMENT REGISTER FILES - Register listing the document numbers and type of supply action taken.
1420-02	x		HISTORICAL RECORD/LOGBOOK FILES - TM 33-750 prescribes the use of equipment logbooks and maintenance historical files.
1420-03	x		MAINT SUMMARY AND MGT FILES - Documents reflecting the performance of preventive maint inspections and documents used to control and record maintenance work.
1420-11	x		EQUIPMENT DAILY UTILIZATION FILES - Documents completed by dispatcher and operator to provide information relative to the daily use of equipment.

(For Continuation, use USAARMC Form 3440)



LIST OF FILE NUMBERS  
(AR 340-XX (Test))

Date:

1 July 1983

Organization:  
5th Battalion, 73rd Armored Regiment

Office:  
PAC/S-1 (including S-1 Legal)

MARKS Number:	Files Title and Brief Description	Privacy Act? Give Sys #:
20-1a	IG INSPECTION FILES: Documents accumulated as a result of an IG inspection.	
27	GENERAL LEGAL FILES: General correspondence on legal matters not identified with detailed MARKS legal file numbers below.	
27-1a	SUMMARY COURTS-MARTIAL FILES: Retained copies of formal record of trial of military personnel by summary courts-martial, and other related correspondence.	
27-1b	SPECIAL COURTS-MARTIAL FILES: Retained copies of charge sheets with related papers, correspondence from the officer exercising immediate GCM jurisdiction over the command.	
27-1c	COURTS-MARTIAL LOCATOR FILES: Documents used for controlling cases which are to be tried by summary and special courts-martial.	
37-2a	OFFICE FINANCIAL FILES: Telephone toll calls.	
220-1b	PERSONNEL READINESS FILES: Documents of personnel information for use in event of deployment.	
220-45a	DUTY REPORTING FILES: Copies of DA Form 1594 used by CQ and Duty Officer.	
220-45b	DUTY ROSTER FILES: Documents used to record duties within companies of 5/73 Armor.	
310-2a	HOUSEKEEPING INSTRUCTION FILES: Duty appointments.	
310-2b	POLICY AND PRECEDENT FILES: Documents establishing policy (Bn, 194th, USAARMCO), and reference papers formerly identified under TAFPS File Number 701-07 (MIL REEP Files -- error reports).	

DAAG Form  
1 May 1983

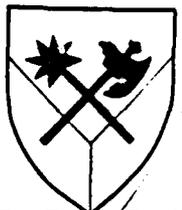
-R

LIST OF FILE NUMBERS (CONTINUED)

Organization:		Office:
5th Bn, 73rd Armored Regiment		PAC/S-1 (including S-1 Legal)
MARKS Number:	Files Title and Brief Description	Privacy A Give Sys
	(page 2 of 3 pages)	
310-2c	REFERENCE PUBLICATION FILES: Library of AR's, Pamphlets, etc.	
340a	OFFICE GENERAL MANAGEMENT FILES: Documents relating to internal management of the office.	
340b	OFFICE SERVICE AND SUPPLY FILES: DA Form 12-series (pinpoint distribution account).	
340c	OFFICE PROPERTY RECORD FILES: Documents showing accountable office property.	
340-XXa	LISTS OF FILE NUMBERS: DAAG Form -R showing files maintained within the office.	
340-XXb	OFFICE RECORDS TRANSMITTAL FILES: Records transmittal lists (SF-135, SF-135A) showing records transferred from 5/73 Armor to the Fort Knox Records Holding Area.	
340-4a	FILES EQUIPMENT APPROVAL/UTILIZATION FILES: Approval and use of files equipment.	
340-8a	WORD PROCESSING APPROVAL/UTILIZATION FILES: Approval and use of word processing equipment.	
340-20a	COPIER APPROVAL/UTILIZATION FILES: Approval and use of office copiers.	
340-22a	MICROGRAPHICS APPROVAL/UTILIZATON FILES: Approval and use of micrographics equipment.	
600	GENERAL MILITARY PERSONNEL FILES: General correspondence dealing with military personnel matters that cannot be identified with the detailed numbers below.	
600-31a	PERSONNEL ACTION SUSPENSE REPORTING FILES: Copies of DA Form 268 (flagging actions).	
630-5a	LEAVE OF ABSENCE FILES: Documents used to control absences; DA Form 31 (Request and Authority for Leave).	

LIST OF FILE NUMBERS (CONTINUED)

Organization:		Office:
5th Bn, 73rd Armored Regiment		PAC/S-1 (including S-1 Legal)
MARKS Number:	Files Title and Brief Description	Privacy Act? Give Sys #:
	(page 3 of 3 pages)	
630-5b	LEAVE CONTROL LOG FILES: DA Form 4179-R and related or similar documents to control leave.	
640-10b	QUALIFICATION RECORD EXTRACT FILES: Copies of DA Forms 26.	
672-5-1c	MILITARY AWARD CASE FILES: Recommendation, review, and approval or disapproval of military awards for individuals.	A0718.01 DAPC
680a	SIDPERS REPORTING FILES: SIDPERS Rosters.	
680b	PERSONNEL DATA FILES: PDC Cards.	A0715.01a DAPC
680c	PERSONNEL STRENGTH ZERO BALANCE REPORT: SIDPERS C-27 Report (end-of-month).	
680d	INDIVIDUAL PERSONNEL CHANGE FILES: DA Forms 3815.	
680-1b	MILITARY PERSONNEL REGISTER FILES: DA Forms 647-1, used to control PCS, TDY, ETS, etc.	
680-1c	INFORMATIONAL PERSONNEL FILES: Documents on individuals of 5/73 Armor, created as a result of routing routine correspondence.	A0703.01 DAPC
680-31a	STRENGTH REPORTING FILES: Personnel Asset Inventories.	
680-201a	DEPARTURE CLEARANCE FILES: DA Forms 137 for departing individuals.	A0706.02 DAAG



LIST OF FILE NUMBERS  
(AR 340-XX (Test))

Date:  
  
1 July 1983

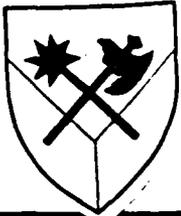
Organization:  
5th Battalion, 73rd Armored Regiment

Office:  
S-2

MARKS Number:	Files Title and Brief Description	Privacy Act? Give Sys #:
190-13a	GUARD REPORTING FILES: Retained copies of the guard report, DA Form 904.	
190-13b	GATE GUARD FILES: Documents relating to measures taken to guard Government facilities and military prisoners, assignment sheets, gun registers, registers reflecting movement of vehicles into/out of Government facilities, etc.	
220-1a	READINESS REPORTING FILES: Documents relating to the reporting of actual readiness conditions of 5th Battalion, 73rd Armored Regiment.	
310-2b	POLICY AND PRECEDENT FILES: Documents establishing policy (Bn, 194th, USAARMC, FORSCOM, TRADOC, MILPERCEN, etc.). Also includes reference paper files on intelligence and security which are used to facilitate, control, or supervise the performance of a specific function, process, or action. Also includes records formerly identified as "READING FILES" consisting of Crime Prevention Council meeting minutes, Command & Staff, 194th letters, recurring reports register, tornado warning plan, state/local laws on registration and possession of firearms.	
310-2c	REFERENCE PUBLICATION FILES: Office library of AR's, Pamphlets, etc.	
340a	OFFICE GENERAL MANAGEMENT FILES: Documents relating to the internal management of the office operation.	
340b	OFFICE SERVICE AND SUPPLY FILES: Routine requests for goods and services for the continuing operation of the office.	

Organization: 5th Bn, 73rd Armored Regiment		Office: S-2
MARKS Number:	Files Title and Brief Description	Privacy & Give Sys
	(page 2 of 3 pages)	
340c	OFFICE PROPERTY RECORD FILES: Hand receipts.	
340-XXa	OFFICE LIST OF FILE NUMBERS: Approved list of file numbers for S-2 (DAAG Form -R).	
350	GENERAL TRAINING AND EDUCATION FILES: General correspondence on training and education that cannot be identified under the detailed numbers in AR 340-XX (Test).	
380	GENERAL SECURITY CORRESPONDENCE FILES: General correspondence on security that cannot be identified with the detailed security records listed below.	
380-5a	SECURITY BRIEFING/DEBRIEFING FILES: Security termination statement and debriefing certificate, DA Form 2962.	
380-5b	SECURITY INSPECTION/SURVEY FILES: Quarterly battalion inspection; arms room inspection.	
380-5c	ORIENTATION AND BRIEFING FILES: SAEDA orientation, lectures, rosters.	
380-5f	SECURITY CONTAINER INFO FILES: Classified container information.	
380-5g	CLASSIFIED DOCUMENT RECEIPT FILES: Classified document accountability record, DA Form 3964.	
380-5h	OFFICE CLASSIFIED DOCUMENT REGISTER/CONTROL FILES: Confidential document control log.	
380-5k	SECURITY CLASSIFICATION FILES: Documents relating to reports on security classification.	

Organization:		Office:
5th Bn, 73rd Armored Regiment		S-2
MARKS Number:	Files Title and Brief Description	Privacy Act: Give Sys #:
	(page 3 of 3 pages)	
380-5p	SECURITY CLEARANCE INFORMATION FILES: Requests for clearance and related papers.	A0506.01 DAMI
381	GENERAL MILITARY INTELLIGENCE CORRESPONDENCE FILES: General correspondence relating to military intelligence that cannot logically be filed with the detailed intelligence file numbers in AR 340-XX (Test).	
600-21a	EQUAL OPPORTUNITY REPORTING FILES: Documents reflecting information reported on activities and conditions of equal opportunity for military personnel.	
600-21b	EQUAL OPPORTUNITY SURVEY FILES: Documents on conducting surveys of the implementation and effectiveness of the equal opportunity program for all military personnel.	
600-21c	EQUAL OPPORTUNITY COMPLAINT FILES: Documents showing complaints of personnel concerning equal opportunity.	
710-2h	ACCESS CONTROL RECORDS: Security of weapons, ammunition, and sensitive items; Key Control Register; receipts for keys and locks to arms rooms within 5th Battalion, 73rd Armored Regiment.	



LIST OF FILE NUMBERS  
(AR 340-XX (Test))

Date:

1 July 1983

Organization:  
5th Battalion, 73rd Armored Regiment

Office:  
S-3

MARKS Number:

Files Title and Brief Description

Privacy Act?  
Give Sys #:

20-1a

INSPECTOR GENERAL INSPECTION FILES:  
Copies of Annual General Inspections  
with related papers.

220-15a

DAILY JOURNAL, STAFF JOURNAL, AND  
TACTICAL OPERATIONS CENTER (TOC)  
LOG FILES: Operating logs of the S-3.  
Included are logs and ammunition  
expenditure forecasts and charts.

310-2b

POLICY AND PRECEDENT FILES: Copies  
of operating procedure statements of  
policy and/or procedures from higher  
and local commands. Also included  
are documents formerly identified as  
TRAINING AND EDUCATION REFERENCE  
PAPER FILES (TAFPS # 1001-07), in-  
cluding descriptions of schools  
(Basic First Aid, BNCOC, NBC,  
Master Gunner, Motor Officer, OJT,  
Shelter Manager/Monitor, Projection-  
ist Course, TVM); funerals; inspections.

310-2c

REFERENCE PUBLICATIONS FILES: Copies  
of AR's, Pamphlets, etc. kept for reference.

310-31a

ORGANIZATION AND ALLOWANCE FILES:  
TOE and manpower survey documents and  
related papers.

340a

GENERAL OFFICE MANAGEMENT FILES: Docu-  
ments accumulated that relate to general,  
routine and internal management and oper-  
ation of the office.

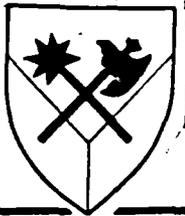
340-XXa

LISTS OF FILE NUMBERS: Approved list of  
S-3 file numbers (DAAG Form -R).

350-1a

TRAINING INSPECTION FILES: Master  
Training Schedule and Weekly Training  
schedule/highlights; copies of training  
management inspections.

Organization: 5th Bn, 73rd Armored Regiment		Office: S-2
MARKS Number:	Files Title and Brief Description	Privacy Act Give Sys
	(page 2 of 2 pages)	
385-10b	TARGET PRACTICE SAFETY FILES: Range utilization reports.	
500-50a	EMERGENCY PLANNING FILES: Copies of plans that require emergency planning for domestic disturbances, disaster relief, civil/military defense and specific instruction for executing these plans.	
525a	COMMAND REPORTING FILES: After- action reports.	
672	GENERAL AWARDS AND DECORATIONS CORRESPONDENCE FILES: Documents relating to awards and ceremonies.	
870-5a	ORGANIZATION HISTORY FILES: Docu- ments relating to organizational history which include copies of annual unit history supplements, copies of lineage and honors, news- paper and magazine clippings.	



LIST OF FILE NUMBERS  
(AR 340-XX (Test))

Date:

1 July 1983

Organization:  
5th Battalion, 73rd Armored Regiment

Office:  
S-4

MARKS Number:

Files Title and Brief Description

Privacy Act?  
Give Sys #:

20-1a

IG INSPECTION FILES: Copies of annual general inspections with related papers.

310-2b

POLICY AND PRECEDENT FILES: Extra copies of documents establishing policy (CO, Bn, 194, USAARMC, FORSCOM, TRADOC, DA, S-4, info letters).

310-2c

REFERENCE PUBLICATION FILES: Copies of AR's, Pamphlets, etc. maintained for reference.

310-31b

EQUIPMENT TABLE FILES: Documents relating to special authorizations.

340a

OFFICE GENERAL MANAGEMENT FILES: Documents relating to the general routine and internal administration of the office.

340b

OFFICE SERVICE AND SUPPLY FILES: Self-service supply center files; job order requests.

340c

OFFICE PROPERTY RECORD FILES: Documents consisting of user's copy of hand receipts for items of property within S-4, but not including property Battalion-wide for which the S-4 is responsible.

340-XXa

OFFICE FILE NUMBERS: Approved list of file numbers for S-4 records.

340-XXb

OFFICE RECORDS TRANSMITTAL FILES: SF-135's for records transferred from S-4 to Fort Knox Records Holding Area.

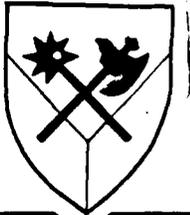
380-5c

SECURITY AWARENESS FILES: Documents relating to security regulations.

Organization: 5th Bn, 73rd Armored Regiment		Office: S-4
MARKS Number:	Files Title and Brief Description	Privacy A Give Sys
	(page 2 of 3 pages)	
385	GENERAL SAFETY CORRESPONDENCE FILES: General correspondence on safety that cannot logically be filed with detailed safety file numbers below or in AR 340-XX (Test). Includes fire inspection reports.	
385-10a	ACCIDENT-INCIDENT CASE FILES: Documents relating to individual accidents (DA Form 285).	A0607.01b DAPE
710	GENERAL INVENTORY CORRESPONDENCE FILES: General correspondence on control of inventory which cannot logically be filed with the 710 numbers below. Includes supply transaction reports.	
710-2a	PROPERTY BOOK AND SUPPORTING DOCUMENT FILES: Documents reflecting the description, receipt, and turn-in of property.	
710-2b	DOCUMENT REGISTER FILES: Documents used in transacting supply actions.	
710-2c	HAND RECEIPT FILES: Documents relating to the loan and return of property and supplies, but <u>not including</u> those hand receipts which are part of the Soldier Issue Files (number 710-2g below).	A1416.16 DALO
710-2d	PROPERTY RECORD INSPECTION REPORT FILES: Documents related to inspections of unit property records.	
710-2g	SOLDIER ISSUE FILES: Documents showing items of accountable property signed for by individual soldiers. Includes hand receipts for bedding, linen, foot lockers, and similar items; personal clothing records; and Organizational Clothing and Equipment (OCIE) records.	A1416.16 DALO (and) A1416.34 DALO

LIST OF FILE NUMBERS (CONTINUED)

Organization: 5th Bn, 73rd Armored Regiment		Office: S-4
MARKS Number:	Files Title and Brief Description	Privacy Act? Give Sys #:
	(page 3 of 3 pages)	
710-2i	PROPERTY LOSS, THEFT, AND RECOVERY REPORTING FILES. Inventory of weapons (small arms); documents relating to the loss, theft, and recover of weapons.	
735-11a	REPORT OF SURVEY FILES: Reports describing the circumstances and recommended action concerning the loss, damage, or destruction of Government property.	
735-11b	REPORT OF SURVEY CONTROL REGISTER FILES: Registers and related documents maintained to control reports of survey.	
750a	MAINTENANCE SUMMARY AND MANAGEMENT FILES: Equipment status reports.	
750c	MAINTENANCE REQUEST FILES: Documents used to request maintenance service.	



LIST OF FILE NUMBERS  
(AR 340-XX (Test))

Date:

1 July 1983

Organization:  
5th Battalion, 73rd Armored Regiment

Office:  
Battalion Mail Room

MARKS Number:

Files Title and Brief Description

Privacy Act?  
Give Sys #:

65a

POSTAL PERSONNEL DESIGNATION FILES:  
Documents used to appoint mail clerk and  
alternate mail clerk.

A1108.05a  
DAAG

65e

STANDING DELIVERY ORDER FILES:  
PS Form 3801, authorization to handle  
Battalion Commander's mail.

A1108.18  
DAAG

65f

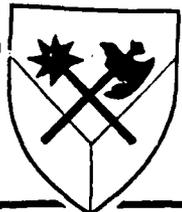
UNIT MAILROOM ACCOUNTABLE MAIL RECEIPT  
FILES: Documents used for accountability  
of registered mail (Insured, Certified,  
Registered).

65j

UNIT MAILROOM INSPECTION FILES: Docu-  
ments used for unit mail room inspections  
by 194th Brigade.

340-XXa

FILE NUMBER FILES: Approved list of file  
numbers for Battalion Mail Room, 5/73 Armor.



LIST OF FILE NUMBERS  
(AR 340-XX (Test))

Date:  
1 July 1983

Organization:  
5th Battalion, 73rd Armored Regiment

Office: Orderly Room/Training Room  
HHC CSC CoA CoB CoC

MARKS Number:

Files Title and Brief Description

Privacy Act?  
Give Sys #:

310-2b

POLICY AND PRECEDENT FILES: Documents establishing policy and precedent (Battalion, 194th Brigade, USAARMC, FORSCOM, TRADOC, MILPERCEN, DA, etc.).

310-2c

REFERENCE PUBLICATION FILES: Copies of AR's, Pamphlets, etc., retained for reference purposes (office library).

340c

OFFICE PROPERTY RECORD FILES: Hand receipts for office property.

340-XXb

OFFICE FILE NUMBER FILES: Approved lists of file numbers.

350

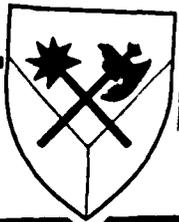
GENERAL TRAINING CORRESPONDENCE: General correspondence dealing with training that cannot logically be identified with the training file numbers below.

350-1a

TRAINING INSPECTION FILES: Documents related to scheduled training; training inspections; and similar or related information.

350-1b

PHYSICAL FITNESS TRAINING FILES: Army Physical Fitness Evaluation Scorecards, DA Forms 705, and similar or related information on physical training.



LIST OF FILE NUMBERS  
(AR 340-XX (Test))

Date:

1 July 1983

Organization:  
5th Battalion, 73rd Armored Regiment

Office:  
Motor Shop

MARKS Number:	Files Title and Brief Description	Privacy Act? Give Sys #:
58-1a	DISPATCHER ORGANIZATIONAL CONTROL RECORD FILES: Documents used to reflect the dispatch of vehicles. Information requirements are outlined in TM 38-750, TAMMS.	
58-1b	EQUIPMENT DAILY USE FILES: Documents completed by dispatcher and operator to provide information relative to daily use of equipment.	
310-2b	POLICY AND PRECEDENT FILES: SOP's (internal and external) establishing policy or precedent for future and continuing action.	
310-2c	REFERENCE PUBLICATION FILES: AR's, Pamphlets, TM's, TB's, MWO's, etc. used in the Motor Shop for reference purposes.	
340c	OFFICE PROPERTY RECORD FILES: Hand receipts, packing lists, or other comparable documents.	
340-XXa	OFFICE FILE NUMBERS: Approved list of file numbers used in the Motor Shop.	
750a	MAINTENANCE SUMMARY AND MANAGEMENT FILES: Documents reflecting the performance of preventive maintenance inspections, and documents used to control maintenance work. Also includes DA Forms 2406, Materiel Condition Status Reports.	
750b	HISTORICAL RECORD/LOGBOOK FILES: Official records prescribed for equipment by TM 38-750 (TAMMS).	
750c	MAINTENANCE REQUEST FILES: Documents used to report maintenance service; completion of MWO's; maintenance performed; receipt of defective materiel; and to submit EIR.	
750e	EXCHANGE TAG FILES: Documents used as receipt for replacement parts and components.	

LIST OF FILE NUMBERS (Continued)

Organization: 5th Bn. 73rd Armored Regiment		Office: Motor Shop
MARKS Number:	Files Title and Brief Description	Privacy / Give Sys ..
750g	(page 2 of 2 pages) EQUIPMENT INSPECTION/MAINTENANCE WORKSHEET FILES: DA Forms 2404.	

DRAFT FINAL REPORT

Pilot study of Modern Army Record-keeping System (MARKS) at  
5th Bn, 73rd Armored Regiment, 194th Brigade, Fort Knox, KY, Jul 83 - Jun 84

-----

Chapter 5

Instruction at 5th Bn, 73rd Armor, June 1983

1. Formal training of those members of 5th Battalion, 73rd Armor who are involved in record-keeping as a part of their daily duties began at 0900 hours on Wednesday, 22 June 1983. Participation was scheduled by 1LT Skidmore, Adjutant, 5/73 Armor. Classes were held in the Battalion Conference Room, which was adequate for this purpose.

2. Training was conducted in accordance with FM 21-6; a copy of the lesson plan is at Enclosure # 1 to Chapter 4 of this final report.

3. At every opportunity during the year preceding start of the pilot, the MARKS Project Officer had stressed to officials of TRADOC, FORSCOM, Fort Knox, and others that the training could be conducted in groups as small as two or three individuals so as not to interfere with the battalion's operations, training, and maintenance activities. The participation as scheduled, however, had large (10 person) groups attending at one time, all from the same duty section. Due to a minor scheduling problem, only two individuals (both from the S-2 Section) were present for the afternoon of 22 June out of 11 scheduled. As a result, and in order to adhere to the non-interference guarantee which we had given, those individuals who missed that afternoon's training were given individual, desk-side instruction during the second week of the visit.

4. Beginning on Monday, 27 June, the MARKS Team (accompanied by the Fort Knox Records Management Officer) visited each site in 5/73 Armor where records are actually maintained and discussed the pilot with the responsible individuals who had been trained during the preceding week. The purpose of this visit was two-fold, namely, (a) to ensure that the training was understood and retained, and (b) to validate both AR 340-2 and AR 340-XX (Test) to make sure that the record series contained therein reflected the real world of record-keeping at the TOE unit level. Sites visited were PAC, S-1/Legal, S-2, S-3, S-4, all unit supply rooms (Co. A, B, C, HHC, CSC) and Battalion Maintenance.

5. During this instruction period all participants were informed that --

a. They could raise questions at any time via telephone to the Fort Knox Records Manager or by AUTOVON to the MARKS Team.

b. A quarterly visit would be made to 5/73 Armor for on-site evaluation of progress and resolution of problems.

6. At Enclosure # 1 is a list of those receiving the training.

Record-keeping personnel, 5th Battalion, 73d Armor.

<u>NAME</u>	<u>GRADE</u>	<u>PHONE #</u>	<u>BUILDING #</u>
<u>PAC</u>			
LEE, Marion	E-5	4-8334	2376
MALLARD, Eddie	E-4	4-8334	2376
BOEHM, David	E-3	4-8334	2376
JONES, Anthony	E-2	4-8334	2376
DE JESUS, Eugenio	E-2	4-8334	2376
*****			
<u>S-1, Legal</u>			
HENNECK,	E-4	4-8334	2376
*****			
<u>S-1, Battalion Mail Room</u>			
BRANDON,	E-3	4-8334	2376
*****			
<u>S-2</u>			
KINGSLEY, Neil	O-2	4-4911	2376
DAVIS, Franklin	E-8	4-4911	2376
HENRY,	E-5	4-4911	2376
*****			
<u>S-3</u>			
PEARCE,	E-3		2376
*****			
<u>S-4</u>			
DAVIS, Danny	E-4		
*****			

Encl # 1 to Chapter 5

\*\*\*\*\*

HHC Supply Room

TALAPU, Faifua                    E-6                                    4-2644

\*\*\*\*\*

CSC Supply Room

HONIG, Daniel                    WO1                                    4-4510

MCCANICK, Arizona                E-2                                    4-4026                                2376

BALASA, John                      E-6                                    4-4026                                2376

\*\*\*\*\*

Co. A Supply Room

WESSON, Lyle                      E-6                                    4-4614                                2922

CRUMMETT, John                    E-4                                    4-4614                                2922

\*\*\*\*\*

Co. B Supply Room

PRUIETT, Bobby                    E-6                                    4-6143                                2375

RICHARDS, Charles                E-4                                    4-6143                                2375

\*\*\*\*\*

Co. C Supply Room

MISHLER, Dewey                    E-4                                    4-3120                                2934

\*\*\*\*\*

Battalion Maintenance

DRAFT FINAL REPORT

Pilot study of Modern Army Record-keeping System (MARKS) at  
5th Bn, 73rd Armored Regiment, 194th Brigade, Fort Knox, KY, Jul 83 - Jun 84

-----

Chapter 6

Summary of Contacts with Members of 5th Bn, 73rd Armor

1. At the inception of the pilot at 5/73 Armor, the MARKS team encouraged all participants to make any suggestions, comments, or constructive criticisms which they felt would improve the system or make it more usable by the field.

2. During the course of the pilot the following such suggestions were made:

a. SP4 Davis, S-4, brought to our attention the absence of a record category dealing with energy conservation, which is an important subject at Fort Knox (and receives equal emphasis throughout the rest of the Army). As a result of his suggestion, file numbers 11-27a, b, and c were added to the test regulation, being energy conservation files prescribed by AR 11-27, The Army Energy Program.

b. SGT Lee, PAC, called to our attention the fact that the PAC maintains records on the progress that soldiers are making in the weight control program. As a result of this suggestion, we added file number 600-9a to cover the records that are prescribed by AR 600-9, The Army Weight Control Program.

c. SP4 Henneck, PAC/Legal Clerk (at the beginning of the pilot) pointed out a misidentification in the test regulation of records dealing with courts-martial; they had been initially identified with AR 27-1, and should have been listed under AR 27-10, Military Justice.

d. SP4 Henneck also brought to our attention the absence of a record series covering the various categories of administrative separation (convenience of the Government, dependency, hardship, defective enlistment or induction, pregnancy, alcohol or other drug abuse, good of the service, unsatisfactory performance, misconduct, or homosexuality). All of these records are prescribed by the various chapters of AR 635-200, Enlisted Personnel. As a result of this suggestion, we added file number 635-200a to the test regulation.

e. PFC Foutch, PAC/Legal Clerk (during the last half of the pilot) requested assistance in identifying records maintained in the PAC on "bars to reenlistment," which are prescribed by AR 601-280, Army Reenlistment Program. Because of this suggestion, file number 601-280a was added to the test regulation.

f. SP4 Mishler, Co C, 5/73 raised a question on identification of retained (unit supply) copies of 10% inventories of accountable property, which are

## Chapter 6

### Summary of Contacts with Members of 5th Bn, 73rd Armor (Continued)

conducted monthly in all unit supply rooms within the battalion. To clarify the filing of these records, file number 710-2d, Property Record Inspection and Inventory Reporting Files was changed to add cyclic inventories to the description, and to add a one-year disposition standard for unit supply rooms.

g. SGT Balasa, HHC 5/73 questioned the completeness of file number 735-11c for records dealing with Government property lost, damaged, destroyed, or stolen. As a result of his suggestion (following research and staffing), the description and disposition of file number 735-11c were changed to provide for both DD Form 1131 (Cash Collection Voucher) and DD Form 362 (Statement of Charges).

3. With the exception of paragraph 2c above, all these suggestions had an impact on the Army at large. These record series were added not only to the test regulation, but also to AR 340-2, Maintenance and Disposition of Records in TOE and Certain Other Units of the Army.

4. A total of six (6) visits were made by the MARKS Project Team to 5th Bn, 73rd Armored Regiment during the period 20 June 1983 through 3 July 1984. The individual trips and their purposes are as follows:

<u>DATES</u>	<u>PURPOSES/REMARKS</u>
20-28 June 1983	Instruction; start pilot (Trip Report, Encl # 1)
31 July - 3 August 1983	Correct misconceptions (Trip Report, Encl # 2)
7 September 1983	Visit by MACOM reps (Trip Report, Encl # 3)
8-9 December 1983	Assistance visit (Trip Report, Encl # 4)
24-26 April 1984	Distribute revised regulation; render assistance (Trip Report, Encl # 5)
1-3 July 1984	Wind up pilot, administer questionnaires to participants (Trip Report, Encl # 6)

5. During the course of the 31 July - 3 August 1983 visit it was discovered that none of the pilot participants really understood the construction of a file label with its various components (file number, title, year of accumulation, specific disposition instructions), even though the subject was included in the formal instruction of June, 1983. The conclusion drawn from this is that conversion of generic disposition instructions (i.e., "Destroy after 5 years") in our record-keeping directives into specific cut-off, transfer, retirement, and destruction dates is unnecessarily complex, as it requires the user to refer to a complicated decision-logic table. To alleviate this situation we decided to include sample file labels, active and inactive, in the

## Chapter 6

### Summary of Contacts with Members of 5th Bn, 73rd Armor (Continued)

regulation so that the user could copy them out onto a label rather than trying to construct them. This is demonstrated in the revised AR 340-XX (attached to Encl # 7), which was distributed to pilot participants at the 24-26 April 1984 assistance visit. The inclusion of sample labels has now been adopted Army-wide in AR 340-2, Maintenance and Disposition of Records in TOE and Certain Other Units of the Army.

6. During the 31 July - 3 August 1983 visit, SFC Ardoin, Mess Sergeant of the Consolidated Battalion Mess expressed concern that although the dining facility records were being maintained under MARKS, the facility was subject to food service inspections by HQ, USAARMC & Fort Knox (ATZK-DI-S), which was not — at that time — under MARKS. To resolve this, the MARKS Project Officer contacted Food Service, explained the concept of the pilot, and forwarded informational materials (see Encl # 8). Later visits to the Consolidated Battalion Dining Facility indicated that food service inspections, including inspection of Dining Facility records under MARKS, had taken place with positive results.

7. From two different sources (MG Ono, DCSPAL, HQ USA TRADOC and PFC Foutch, Legal Clerk, 5/73 Armor) came concerns that personnel in MOS 71L would be tested on knowledge of TAFFS in the Skill Qualification Test (SQT), while actually operating under MARKS, and thus could be subject to inadvertent penalty. Liaison by the MARKS Project Officer with the officials responsible for SQT content for 71L indicated that those portions of the SQT dealing with the filing system cover areas that are the same between TAFFS and MARKS, and thus would not have a bearing on the individual's score (see Encl # 9).

5 July 1983

DAAG-AMR-P

SUBJECT: Trip Report: Visit to Fort Knox, 20-30 June 1983

1. The MARKS Project Team (John Vos, GS-12 and Bert Haggett, GS-5) visited Fort Knox, Kentucky during 20-30 June 1983 for the purpose of installing The Modern Army Record-Keeping System (MARKS) in 5th Battalion, 73rd Armored Regiment, 194th Armored Brigade for a one-year pilot study.

2. Persons contacted:

a. A listing of individuals who received training and/or instruction on MARKS is attached at Inclosure # 1.

b. Other individuals contacted:

<u>NAME AND GRADE</u>	<u>POSITION</u>
COL Price	Chief of Staff and Deputy Post Commander
COL Bilberry	Director, Personnel/Community Activities
LTC Carey	Dep Cdr, 194th Armored Brigade
LTC Edwards	AG, Fort Knox
LTC Garber	Commander, 5/73 Armor
MAJ (P) Moler	5/73 Armor
MAJ Hammonds	5/73 Armor
LT McEachlin	5/73 Armor
MAJ Monza	5/73 Armor
LT Skidmore	Adjutant, 5/73 Armor
Ms. Poore	Chief, Admin Services Division
Mr. Smith	Records Manager, Fort Knox
CPT Liang	S-4, 5/73 Armor
CSM Gilbo	Command Sergeant Major, 5/73 Armor

3. Team arrived at Fort Knox on afternoon of 20 June 1983 and met with Mr. Smith, Fort Knox RMO, that afternoon.

4. At 0900 Tuesday, 21 June 1983, we met with LTC Edwards, Fort Knox AG to discuss scope and parameters of the study. At 1330 on 21 June we conducted an entrance brief at HQ Fort Knox which was attended by Colonels Price, Bilberry, and Green, other officers of 194 Bde and 5/73 Armor, and officials of the AG Section.

5. Training of members of 5/73 Armor began at 0900 Wednesday, 22 June 1983. The Battalion conference room, a converted mess hall building, was put at our disposal for this purpose. All facilities furnished during this visit were adequate. Attendance of those members of 5/73 Armor whose duties involve record-keeping was scheduled by LT Skidmore, Adjutant, 5/73 Armor. The training was

DAAG-AMR-P

SUBJECT: Trip Report: Visit to Fort Knox, 20-30 June 1983

administered in accordance with FM 21-6, "How to Prepare and Conduct Military Training," and the Lesson Plan, a copy of which is attached at Inclosure # 2. Although the schedule called for training to be given in four-hour blocks, experience showed that three hours of actual classroom instruction and practical exercise/experience is sufficient to get the message across.

6. At every opportunity over the past year we have stressed to TRADOC and Fort Knox that the training could be conducted in groups as small as two or three individuals at a time in order not to interfere with essential operations and training of the battalion. However, the scheduling done by LT Skidmore had large groups of 10 - 12 individuals, all from the same duty section, attending the class at one time. Due to a minor scheduling problem, only two persons (MSG Davis and 1LT Kingsley, both from S-2, 5/73 Armor) were present for the training session on the afternoon of 22 June out of a total of 11 individuals who were supposed to have been present. As a result, and in order to adhere to our promise of non-interference, those individuals who were supposed to have been trained in that class (but were not present) were given individual, desk-side instruction during the second week of the visit.

7. The attitudes and interest shown by members of 5/73 Armor were outstanding throughout the entire pre-pilot training period. Whereas we had expected that a relatively mundane subject such as record-keeping might be met with some indifference, we found that the troops were not only interested, but embraced the MARKS concept enthusiastically. In two of the training sessions (Wednesday morning and Thursday afternoon, Battalion PAC and Supply personnel respectively) the trainees asked perceptive and intelligent questions on how the system would work and how it would affect their daily operations.

8. Beginning on Monday, 27 June, the Team (accompanied by Howard Smith, Fort Knox RMO) visited each site in 5/73 Armor where records are actually maintained, and discussed the pilot with the responsible individuals who had been trained during the preceding week. The purpose of this on-site visit was two-fold, namely, (a) to insure that they had understood and retained the training which they received, and (b) to validate both AR 340-2 and AR 340-XX (Test) to insure that the record series contained therein reflect the real world of record-keeping at the TOE unit level. In the course of these visits we covered the Bn PAC, S-1, S-1/Legal, S-2, S-3, S-4, all unit supply rooms (Co. A, Co. B, Co. C, HHC, CSC), and Battalion Maintenance. These visits did, in fact, point up a number of

DAAG-AMR-P

SUBJECT: Trip Report: Visit to Fort Knox, 20-30 June 1983

areas where additions are needed in both AR 340-2 and AR 340-XX (Test):

a. The Battalion Legal Clerk, SP4 Henneck, actually maintains records beyond the scope of what is in either TAFPS or MARKS for TOE units. As a result of examining his files and discussing his requirements, we conclude that the following need to be added to both regulations:

(1) Within Programs Branch, we have developed a new record series to cover non-judicial punishment (resulting from the recent reissuance by OTJAG of the AR on administering Article 15's). This file number will be added.

(2) A considerable volume of records accumulates on discharge board proceedings (unsuitability, unfitness, hardship, etc.) that are prescribed by several chapters in AR 635-200. This area is covered in AR 340-2, FN 727-01, Discharge Board Proceedings Files, but the number was not converted over into AR 340-XX (Test), apparently by administrative oversight.

(3) Two file numbers (404-02 and 404-03) relating to courts-martial, which are in AR 340-18-4 but not in AR 340-2 or AR 340-XX (Test) are needed at the TOE unit level; they will be added.

b. Discussions with Sergeant Wesson, Supply Sergeant, Company A, 5/73 Armor indicated that two more record series are needed under 735, Property Accountability, namely, "TOE Property Listings" (which will be FN 735-11c), and "Statements of Charges" (which will be FN 735-11d).

9. During this visit the mechanisms for assisting 5/73 Armor over the next year were placed in motion:

a. All participants were informed that they can raise questions telephonically, either to Howard Smith, or by AUTOVON to the MARKS Team.

b. Both Howard Smith and the MARKS Team will maintain and retain a "MARKS Inquiry Record", DAAG Form 309, during the course of the pilot.

c. A quarterly visit will be made to 5/73 Armor (next: early September, 1983) for on-site evaluation of progress and resolution of problems. The battalion will be away from Fort Knox during October, and will be going either to Fort Drum or NTC in January 1984. Visits will be scheduled around these absences of the battalion.

DAAG-AMR-P

SUBJECT: Trip Report: Visit to Fort Knox, 20-30 June 1983

10. Worthy of special note are:

a. SP4 Davis, S-4 Section, 5/73 Armor, who assisted the MARKS Team on several occasions in making contact with, and visiting, the unit supply personnel.

b. SFC Talapu, Supply Sergeant, HHC 5/73 Armor. He not only assimilated the training but, in the space of about 2½ hours after returning to his unit, completely set up his new files under MARKS for the pilot year. Aside from a minor discrepancy regarding dispositions on folder labels, the new files appeared to be exactly correct.

c. Howard Smith, Fort Knox RMO, was of great assistance to the MARKS Team before and during this visit in making administrative arrangements, accompanying during on-site visits, etc. His valuable help contributed greatly to the success of the visit.

11. There were essentially no negative comments about MARKS during this pre-pilot phase. There were many positive and laudatory comments; supply personnel were especially glad to get away from the meaningless, arbitrary numbering system of TAFSS and into something that has subjective meaning for them. The Command Sergeant Major, CSM Gilbo, also expressed his satisfaction that, at last, he "...will be able to find something in the battalion's files."

12. The MARKS Team also visited and toured the Fort Knox Records Holding Area, which is Howard Smith's responsibility and is actually run by Mr. Sansone. The facility appears to be operating at 100% and no discrepancies or problems were noted.

13. During this visit the MARKS Team took possession of the Lists of Selected File Numbers for HQ, Fort Knox, in order to begin producing the regulation that will be needed for the installation headquarters phase of the MARKS study. Work will begin within the next week on this conversion process.

14. In summary, the pre-pilot phase was not only successful, but it exceeded our expectations.

2 Incls  
as



John G. Vos, GS-12  
MARKS Project Officer

INDIVIDUALS WHO RECEIVED MARKS TRAINING:

S-1 PAC:

SGT Lee  
SP4 Mallard  
PV2 Jones  
PV2 DeJesus  
PFC Boehm

Battalion Maintenance (\*\*)

MSG Beck  
SFC Huddleston  
SP5 Sluss  
SSG Detro

S-1 Legal:

\*SP4 Henneck

HHC

1LT Kessler, XO  
SSG Cruff  
SGT Reichardt  
PFC Dougherty

Battalion Mail Room:

\*PFC Brandon

Admin Svcs Div, 194th Bde (audit)

PFC Burns

S-2:

1LT Kingsley  
MSG Davis  
\*SGT Henry

AG Records Management Division (audit)

Mr. Smith  
Mr. Tucker  
Mr. Van Meter  
Mr. Sansone

S-3

\*PFC Pearce

S-4

SP4 Davis

HHC Supply Room

WO1 Honig  
PV2 McCanick  
SSG Balasa

\* = individuals who received personalized, desk-side training rather than in the classroom.

Co. A Supply Room

SSG Wesson  
SP4 Crummett

\*\* = This list includes company-level motor pool personnel; however, their records are maintained at and by the Battalion Maintenance Office.

Co. B Supply Room

SFC Pruiett  
SP4 Richards

Co. C Supply Room

SP4 Mishler

DAAG-AMR-P

4 August 1983

SUBJECT: Trip Report, Fort Knox, 31 July - 3 August 1983

1. John Vos, Programs Branch, performed TDY to Fort Knox, KY during the period Sunday, 31 July through Wednesday, 3 August under order 07-085R (11-1036-83).

2. Persons contacted:

LTC Tyler Tugwell, AG, Fort Knox  
Ms. Poore, Chief, Admin Services Division, AG Section  
Mr. Smith, Fort Knox Records Management Officer  
1LT Skidmore, Adjutant, 5/73 Armor, 194 Bde  
About 25 members of 5/73 Armor

3. Purpose of visit was follow-on assistance in the MARKS pilot at the TOE unit level, which began 1 July 1983 in 5/73 Armor at Fort Knox. During the period 20-30 June 1983 we had conducted training and assistance to 5/73 Armor to prepare them for the pilot; the MARKS team departed on 30 June, and the pilot began on 1 July. Members of the battalion who are involved in record-keeping were instructed that, because the pilot was beginning in mid-year, they should consider 1 July to be the beginning of a new calendar; the MARKS files would begin with 1 July, and everything from 30 June backwards in time would become inactive. The troops of 5/73 Armor were, as time permitted, to convert their existing records from TAFS to MARKS and place the old (pre-1 July) files in an inactive status, except for those continuing items which would normally be carried forward anyway (policy/precedent, suspense, continuing actions, open cases, etc.).

4. Mr. Smith, along with the incoming and outgoing Fort Knox AG's, visited 5/73 Armor on 25 July and checked the status of the pilot in several elements of the Battalion. Although all persons contacted spoke highly of the concept and the ease of identifying records by the prescribing directive vis-a-vis an arbitrary numbering scheme, not all elements of the Battalion had completed their files conversion, or had done it correctly. Hence the instant trip to 5/73.

5. During 1 and 2 August, Mr. Smith and I visited each element of the Battalion that keeps records and conducted a drawer-by-drawer, folder-by-folder inspection. In most cases, the training which we conducted had been properly applied; the records were correctly identified and set up. The discrepancies which we noted during these two days, which were corrected on the spot, were:

Encl # 2 to Chapter 6

MARKS Historical File

DAAG-AMR-P

SUBJECT: Trip Report, Fort Knox, 31 July - 3 August 1983

a. Bn PAC, S-4, and S-2, disposition instructions on the file labels were expressed generically (i.e., "Destroy after 1 year") rather than specifically (i.e., "COFF, 30 Jun 84, Dest Jul 85"). Also, in some cases, the cutoff date had been established at 31 December 1983 rather than the end of the pilot year, 30 June 1984. Both of these deficiencies were minor and were easily corrected.

b. HHC Supply Room (SFC Talapu): Had not understood the concept of beginning the MARKS files with 1 July, and had set up his files to incorporate 1 January 1983 forward. After looking at his files and discussing the matter, we decided that it would be more practical to let him go ahead with his files as they are than to go through the labor-intensive effort of pulling out and segregating those that pre-date 1 July 1983.

c. Company B Supply Room (SSG Kent): Had not yet converted his files (this unit was not visited on 25 July). He had created a List of File Numbers under MARKS to identify all his existing records, and wanted to verify it for accuracy with the MARKS team prior to doing the actual conversion. Working with SSG Kent, we prepared folder labels, re-sequenced the files, and set them up correctly under MARKS for his operations.

d. Consolidated Dining Facility (SFC Ardoin): During the training phase (June), the dining facility was not included in the MARKS pilot on the premise that their record-keeping is accomplished by the Bn PAC (and, in fact, some records are kept by the PAC on behalf of the dining facility -- meal card accountability, meal card registers, etc.); also, 1LT Skidmore had not scheduled any attendees from the dining facility for the training. On the instant visit, however, we discovered that the dining facility does, in fact, keep records apart from those of the PAC; Mr. Smith and I, in a two-hour session, briefed SFC Ardoin and one of his men on the system, prepared labels, and generally assisted the dining facility in converting to MARKS. This conversion was well-received and understood by the dining facility personnel involved; a re-check on the morning of my departure showed that it was 100%. Two or three minor questions were answered at that time.

6. Upon conclusion of this assistance visit, 1LT Skidmore and LTC Tugwell were out-briefed on the results.

7. Some additional observations on unit administration in general, and on administration in 194th Bde in particular, are in order:

DAAG-AMR-P .

SUBJECT: Trip Report, Fort Knox, 31 July - 3 August 1983

a. A plethora of administrative requirements has been imposed on 5/73 Armor by 194th Bde that either are not clearly supportable, or are in addition to requirements imposed by AR's. As an example, each unit supply room in 5/73 Armor keeps a packet of papers on each man who departs the unit PCS or ETS. The packet includes a copy of the individual's orders, a DA Form 3078 (Personal Clothing Record) indicating shake-down inspection by unit supply of the person's clothing upon departure, an OCIE record, the inactive hand receipt showing that the individual turned in such items as bunk, foot locker, etc. prior to departure, and so forth. We could find no purpose to be served by creating and maintaining this record. For the personal clothing (DA 3078), for example, there is no AR requirement that a shakedown be conducted; at the conclusion of six months' service, the member begins drawing Clothing Maintenance Allowance - Basic (CMA-B), at which time formal (record) accountability for his full issue of personal clothing ends. He or she is then responsible for having the full issue at all times. If a shake-down indicates items are missing, the individual must purchase replacement items (DD 1131, Cash Collection Voucher, is used for this purpose with the clothing sales store). If an individual PCS's and arrives at his new unit minus a pair of combat boots, the new unit's supply room is not going to seek recourse with 5/73 Armor; they are simply going to send the man to Clothing Sales to purchase replacement boots.

b. Another example is in the property book accounting. The property book is automated and managed/maintained by BMMC (Brigade Materiel Management Center, 194th Bde); each 5/73 unit supply receives a monthly printout of the non-expendable property which that unit is charged with. Each such printout supersedes all previous listings; yet, unit supply personnel have been instructed by S-4 194 Bde to keep all printouts for a year. The normal disposition for this listing should be, "Destroy after receipt and verification of new listing."

c. Automation and Office Equipment: The only automation organic to 5/73 Armor is the Lanier word processor in the PAC which is used for SIDPERS transactions, producing promotion lists, etc. There is no other automation in the Battalion. While unit supply rooms receive the benefits of SAILS, they do not have terminals; they only receive the hard-copy printouts. The Consolidation of Administration at Battalion Level (CABL) was supposed to move paperwork and record-keeping to the Bn PAC (except for supply functions); however, in the real world, there remains a lot of administration that is done elsewhere in the Battalion, and done with the most beat-up, antiquated office equipment that can be imagined. The

DAAG-AMR-P

SUBJECT: Trip Report, Fort Knox, 31 July - 3 August 1983

oldest manual typewriter in DAAG-AM seems "high-tech" compared to the equipment in use in 5/73 Armor. To some extent, the Battalion surely should be helping themselves in this respect, but I do not know what constraints they are under which have been imposed by 194th Bde, HQ USAARMC, etc. The real need within 5/73 Armor is for a good manual typewriter (although it may be hard to find such an item these days), in the Dining Facility, and each supply room (HHC, CSC, Co A, Co B, Co C, and BMO). The Battalion spends a good deal of its time in the field, and a manual typewriter would stand up to the pounding much better than a sophisticated electric or electronic typewriter.

8. The Battalion departs on 25 September for Fort Drum, NY for five weeks' training, returning o/a 1 November 1983. Following two months in garrison, they depart in January, 1984 for National Training Center, Fort Irwin, CA, for an indeterminate period of training. We had originally scheduled this follow-on assistance visit for 20-22 September 1983, but considered it ill-advised to visit them as they are packing up and about to depart for training (hence the 1-2 August 1983 visit). Propose to make a one-day visit to 5/73 Armor around 5, 6, or 7 September, in conjunction with Mrs. Thompson, TRADOC Records Administrator, and Mr. Gilley, FORSCOM Records Administrator's Office, both of whom have expressed a desire to visit 5/73 Armor and see the pilot in action.

9. Returned to residence 1915 hours, 3 August 1983.

  
John G. Vos  
MARKS Project Officer

DISTRIBUTION:

- 1 - Thru Dr. Hatcher to COL Williams
- 1 - MAJ Smith/Dr. Kasprzak (para 7c)
- 1 - LTC McGuire (para 7a,b) (already discussed)
- 1 - MARKS Historical File
- 1 - DAAG-AMR Reading File
- 1 - DAAG-AMR-P Reading File

8 September 1983

MEMORANDUM FOR THE RECORD

SUBJECT: Trip Report -- Visit to Fort Knox

TO: SEE DISTRIBUTION

1. John Vos and Bert Haggett, DAAG-AMR-P, visited Fort Knox on Wednesday, 7 September 1983 (travel order 09-031R(11-1137-83), 30 Aug 83). Purpose of the visit was to demonstrate to TRADOC and FORSCOM records management personnel the practical use of the Modern Army Record-keeping System (MARKS), now undergoing pilot study at 5th Bn, 73rd Armored Regiment.

2. Persons contacted: See narrative below.

3. 1100-1145, we met in the Fort Knox RMO's office with the following persons:

Mrs. Ann Thompson, TRADOC Records Administrator  
Mr. C. Gilley, FORSCOM Records Administrator's Office  
Ms. Blanca, FORSCOM Records Administrator's Office  
Mr. Howard Smith, Fort Knox Records Management Officer

Discussion during this period concerned the new form and format for TAFFS (UPDATE), the pending changes to TAFFS, and the new format for AR 340-2. Lunch from 1145-1230.

4. 1230-1415, visited the following elements of 5/73 Armor:

a. Battalion PAC. The record-keeper, PFC deJesus, was not present at the time, but SP4 Brandon, clerk, showed us the PAC files (those that have not been packed up for the trip to Fort Drum, NY, commencing 26 Sep 83). There were some instances in the current year's MARKS files (about 10%) where "time" dispositions (i.e., destroy after 1 year, destroy after 6 months, etc.) had not been converted to specific cutoff and destruction dates on the files labels. This will be corrected by a letter from me to SSG Grant, PSNCO of 5/73 Armor.

b. Supply Room, Company B. Our TRADOC and FORSCOM visitors examined the files maintained under MARKS by SSG Pruett, and discussed with both him and the SP4 clerk who assists him the practical uses of MARKS. SSG Pruett and the clerk both stated that (1) they found MARKS easier and more practical to use than TAFFS, (b) they have no difficulty in identifying, filing, and retrieving documents from their records, and (c) they consider MARKS to be better generally than TAFFS was.

c. Consolidated Battalion Mess. The Dining Facility NCO, SFC Ardoin, had to attend a post-wide meeting of Mess Sergeants; we met with SP5 Harper, who actually maintains the dining facility's records. He reiterated what SSG Pruett had said. He has had no problems with identifying, filing, or retrieving records since he began using MARKS. In a couple of cases, his files were out of sequence (i.e., file number 30-1b preceded 30-1a), but this is very minor. SP5 Harper did ask that we inform Post Food Service, HQ Fort Knox that the dining facility of 5/73 Armor is undergoing this pilot, so that

when Post Food Service does its periodic inspection they won't expect one thing and find another (re: files). WILL DO.

d. S-4. SP4 Davis, the files clerk, was not in, but another clerk gave the visitors access to S-4's files. No discrepancies were found. Reference publications in 3-ring binders, and bulletin-type information on clipboards were properly identified under MARKS as well.

e. Supply Room, Company C. SP4 Mischler discussed with the visitors the benefits that he has received from using MARKS vis-a-vis TAFFS, the basic one being that he doesn't have to memorize a series of arbitrary file numbers; the basic AR number serving as the file number. He stated that he has found MARKS to be easier use than TAFFS, and is quite satisfied with it. He has had no problems in the intervening five weeks since our last visit. We noted that SP4 Mischler was the soldier who called to our (TAGO) attention the absence of a file designator for the 10% inventories that are conducted by all TOE units at Fort Knox; as a result, we have added "cyclic inventories" to both MARKS and AR 340-2.

5. 1LT Skidmore, Adjutant, 5/73 Armor and SFC Lane, Administrative NCO, AG Section, 194th Bde both accompanied us on the last three stops on this visit. We appreciate their interest and assistance.

6. We out-briefed MAJ Hammonds, Adjutant General, 194th Brigade at 1430 hours. We informed him that, as far as our six-member team could determine, everything was going well; the troops were happy with the system; no new problems had cropped up; and as long as it was going so well, we were inclined not to meddle and tinker with it. Also informed MAJ Hammonds that we plan to make a routine, return visit to 5/73 Armor sometime in late November or early December, one or two days, for on-site assistance and consultation with those using the system (5/73 Armor returns from Fort Drum about 5 Nov 83, and leaves for NTC/Fort Irwin sometime in January, 1984).

7. Departed Fort Knox 1445 hours, arrived Washington, D.C. 1820 hours.

  
JOHN G. VOS  
MARKS Project Officer

**DISTRIBUTION:**

- 1 - Thru Dr. Hatcher to COL Williams
- 1 - AMR Reading File
- 1 - AMR-P Reading File
- 1 - MARKS Historical File
- 1 - MAJ Hammonds, AG, 194 Bde, Ft Knox

MEMORANDUM FOR THE RECORD

12 DEC 1983

SUBJECT: Trip Report, Fort Knox, 8-9 December 1983

1. John Vos and Bert Haggett, MARKS Project Team, visited Headquarters, US Army Armor Center and Fort Knox, KY 8-9 December 1983 in connection with the MARKS Project.

2. Persons contacted:

LTC Tugwell, AG, HQ USAARMC & Ft Knox  
Mr. Smith, Records Management Officer, Ft Knox  
Ms. Poore, Chief, Admin Svcs, HQ Ft Knox  
SGM Walker, Directorate for Industrial Opns  
Various members of 5/73 Armor, 194 Bde

~~3. First purpose of this visit was to discuss the forthcoming pilot at Headquarters, USAARMC & Ft Knox. In discussions with Mr. Smith, RMO, we agreed that training would begin on Tuesday, 10 Jan 84, with the persons to be trained being grouped (insofar as is possible) by the directorates or staff offices to which they are assigned. Based on a survey conducted by Mr. Smith, it appears that about three hundred (300) employees (both military and civilian, but predominantly civilian) will be scheduled; there will undoubtedly be add-ons to this number, making the final total about 325.~~

4. Mr. Smith has arranged for our exclusive use of the DIO classroom during the entire week of 9 January 1984. This is in a detached building which is centrally located on the installation, will be easy for the students to get to, and has ample parking adjacent to it. The classroom will seat 45 people comfortably, and is equipped with all the modern conveniences for giving instruction -- rear-projection, front-projection, slide machines, movie projectors, light dimmers, break area, Coke machine, rest rooms, etc. SGM Emmett Walker took us on a tour through the facility.

5. We agreed with Mr. Smith that we would schedule the participants in groups of 45 starting Tuesday morning, 10 January, at 0815 hours through 1115 hours, and then an afternoon class from 1300 to 1600. This would be repeated on Wednesday and Thursday; on Friday, we would hold a morning session only. At 45 students per session, the total thus trained would be 315.

6. Monday, 9 January, would be devoted to getting all of our instructional materials set up in the classroom and rehearsing the presentation. Starting 22 December 1983 we will ship (via UPS) all of the materials -- Volumes I and II, cross-reference lists, reference materials, etc. -- to Mr. Smith at Pike Hall, HQ Ft Knox. Volume II will be shipped with the binders separate from the materials; they will be inserted (assembled) on 9 January.

7. In a related area, on 7 December 1983 Mr. Nuttall, Records Administrator, US Army Forces Command, called to ask if an employee of his, Mr. Charles Marshall (who is responsible for files maintenance and disposition for FORSCOM field), could visit with us at Fort Knox to absorb the principles and operation of MARKS and thus get a head start insofar as concerns applying it within FORSCOM. In discussing this with Mr. Smith during the 8-9 December visit, we considered asking Mr. Nuttall to send Mr. Marshall to Fort Knox for one or two weeks to coincide with our arrival on or about 8 January 1984; we envision that after the first day's rehearsals (9 January) and the first day of formal classroom instruction (10 January), Mr. Marshall would then (on Wednesday, Thursday, and Friday) visit the employees who had been trained in their actual work areas, advise and assist them in carrying forward those CY '83 TAFPS files into the CY '84 MARKS structure. Agreed that I would present this idea to Mr. Nuttall upon our return to TAGO.

8. We expressed to LTC Tugwell our sincere appreciation for the very fine support we have been given to date by Mr. Smith. His interest and enthusiasm will go far toward making the pilot a success, regardless of its outcome.

9. On 9 December 1983 we visited 5th Bn, 73rd Armored Regiment to check on progress of the MARKS pilot in that TOE unit. The following observations apply:

a. We did not visit Company B Supply Room, as that unit was undergoing a change of command ceremony on 9 December.

b. We did not visit Battalion Maintenance as it was raining heavily, and the BMO is not contiguous to the battalion area (it would have involved walking several hundred yards in heavy rain).

c. 5/73 Armor has just returned from exercises at Fort Drum, New York. In all the elements of the battalion that we visited, we asked (1) did you have any difficulties with MARKS while in the field, and (2) are you experiencing any difficulties at all in applying MARKS to your record-keeping operations. All those contacted answered both of these questions in the negative.

d. The battalion has on board a new legal clerk, PFC Foutch, who replaces SP4 Henneck (who departed some months ago). He (PFC Foutch) had read the MARKS regulation and had no problems with it.

e. There is a new Operations Sergeant in the S-3 Section, replacing SFC Hunter, who has departed. The new individual is MSG Serna; he had not been made aware of MARKS by his predecessor and didn't know that the MARKS pilot was on-going in the battalion. Gave him a brief desk-side explanation of the principles of MARKS and told him that I would send him a complete (posted with C-1, C-22. copy of AR 340-XX, along with other instructional material, and keep in touch with him by telephone in case he had any difficulties with it.

f. A similar situation existed in HHC Supply Room, where SGT (E-6) Sluss has replaced SFC Talapu, and in Co. A Supply Room, where SGT (E-6) Smith has replaced SGT Wesson. MARKS is appreciated and understood by both of these individuals. Each of them has a clerk working for him who underwent the MARKS training in June 1983 and understands the system.

g. 5/73 Armor departs on 4 January 1984 for the National Training Center, Fort Irwin, CA; they will be back in early February. As they will be gone from Fort Knox before we arrive to begin the Post Headquarters pilot, we told all with whom we came into contact that we would check back with them at some point in February 1984.

h. Our nominal point of contact at 5/73 Armor is 1LT Victor Skidmore, Adjutant; he was on leave during this visit.

10. Returned to Washington National Airport at approximately 1700 hours 9 December 1984.

  
John G. Vos  
MARKS Project Officer

27 April 1984

## MEMORANDUM FOR THE RECORD

SUBJECT: Trip Report, Fort Knox, 24-26 April 1984

SEE DISTRIBUTION

1. The following persons visited Fort Knox, KY 24-26 April 1984 for the purpose of on-site assistance in the two ongoing MARKS field tests:

John Vos, GS-12, DAAG-AMR-P, MARKS Project Officer  
Charles Marshall, GS-9, HQ, USA FORSCOM (travel funded by FORSCOM)

2. The following personnel were contacted:

LTC Tugwell, Adjutant General, HQ USAARMC & Ft Knox  
Ms. Poore, Chief, Admin Services Division  
Mr. Smith, Records Management Officer  
Mrs. Williams, Personnel Actions Branch, AG MILPO  
Mr. Ball, One-Stop Processing, DPCA  
SFC Dielman, Directorate for Reserve Components  
MAJ Manza, XO, 5/73 Armor  
LT Lambert, Adjutant, 5/73 Armor (\*)  
MAJ Kirby, USAR, on ACDUTRA with 5/73 Armor (\*)  
LT Villan, S-4, 5/73 Armor (\*)  
LT Castrillo, S-2, 5/73 Armor (\*)  
SSG Grant, PSNCO, S-1/PAC, 5/73 Armor  
SFC Duncan, Consolidated Bn Mess, 5/73 Armor (\*)  
SFC Ardoin, Consolidated Bn Mess, 5/73 Armor  
~~PFC Johnson, S-1/PAC, 5/73 Armor (\*)~~  
PFC Foutch, S-1/Legal, 5/73 Armor (\*)  
SGT Jones, Battalion Mail Clerk, 5/73 Armor (\*)  
PFC Rivera, S-2, 5/73 Armor (\*)  
MSG Serna, Operations NCO, S-3, 5/73 Armor (\*)  
SP4 Hayes, HHC Supply, 5/73 Armor (\*)  
SP4 McCanick, CSC Supply, 5/73 Armor  
SGT Williams, Co A Supply, 5/73 Armor (\*)  
SGT Richards, Co B Supply, 5/73 Armor (\*)  
SP4 Mischler, Co C Supply, 5/73 Armor  
SGT Moore, Co C Supply, 5/73 Armor (\*)  
CW2 Honig, Battalion Maintenance, 5/73 Armor  
MSG Beck, Battalion Maintenance, 5/73 Armor

3. At the outset, it is apparent that there is a very high rate of personnel turnover in 5/73 Armor; the personnel indicated above by (\*) were not on board at the beginning of the test in July, 1983. This has not, however, affected their successors' acceptance of MARKS or the utility of the new system within the battalion.

Enclosure # 5 to Chapter 6

Administrative File

DAAG-AMR-P/MARKS

SUBJECT: Trip Report, Fort Knox, 24-26 April 1984

4. On entering the 5/73 Armor Area on 25 April, we had a brief discussion with MAJ Manza, XO, who informed us that as far as he was concerned MARKS doesn't work, just as TAFS didn't work before it. Our subsequent inspection and discussion with those members of 5/73 Armor who are using MARKS made it clear that MAJ Manza's observations are unfounded. The system is not only working within the battalion, but it is universally -- except for MAJ Manza -- accepted as making it easier to file, locate, and retrieve information than was the case with TAFS.

NOTE: At out-briefing with LTC Tugwell on 26 April, I mentioned MAJ Manza's observations. My account as related above was supported/verified by both Mr. Marshall and Mr. Smith, who accompanied throughout the visit. After some discussion, LTC Tugwell attributed MAJ Manza's perceptions to that which is frequently typical of combat arms officers toward administration in general and record-keeping in particular.

5. The three of us visited every files station in 5/73 Armor between 25 and 26 April. At each of these, we --

a. Furnished the participant with the updated edition of AR 340-XX, the test regulation (copy at Enclosure # 1).

b. Explained the changes to the regulation in general, including (1) the expansion of "General Correspondence" to include a category for non-action documents, and (2) inclusion of sample file labels throughout.

c. Pointed out the substantive changes to file descriptions and dispositions as they affected individual participants.

d. Furnished questionnaire to be mailed back to us.

e. Advised that, on conclusion of the pilot on 30 June 1984, 5/73 Armor will continue to use MARKS until either (1) it is implemented Army-wide, or (2) it is dropped.

f. Advised that we (TAGO) will continue to support 5/73 Armor with a current, tailored filing directive until that time.

g. Asked if any difficulties were being experienced in identifying, filing, and retrieving information marks (negative on all counts).

DAAG-AMR-P/MARKS

SUBJECT: Trip Report, Fort Knox, 24-26 April 1984

6. Spent extra time with MSG Serna, the newly-assigned Operations NCO, S-3. His predecessor, SFC Hunter, had not passed on to him any information on the pilot. MSG Serna told us that, although he has no 71L available for administrative work within S-3, he had given a copy of the new (revised) AR 340-XX to two members of 5/73's Scout Platoon who are temporarily working in S-3; within two days, they had realigned the S-3's current-year files under MARKS. We examined these files and found them to be properly established and labeled.

7. To all members of 5/73 Armor involved in the pilot, we stated our intent of returning at the end of June to wind down the test portion (the battalion plans to be in garrison at that time). At that time, we will --

a. Interview each participant and administer a further questionnaire.

b. Assist any participant who needs help in changing file labels from a 30 June 1984 cutoff to a 31 December 1984 cutoff.

~~8. (Pertains to Post Headquarters test) In response to our questionnaire and phone inquiries, we visited the following in connection with the MARKS pilot at the Post Headquarters:~~

a. Mrs. Williams and co-workers in Personnel Actions, AG MILPO. They had questions on placement of the file number on documents at the time of creation. Furnished them with extracts of Chapter 4, AR 340-ZZ (revised and now at the printer's) which give narrative instructions and examples for military letters, indorsements, DF's, and comments. This answered their questions on this count.

b. NAF Branch of Civilian Personnel Office, where we furnished a new series of NAF personnel file numbers, developed by Bert Haggett, and based on the new AR 215-3.

c. Mr. Ball, Assignment Orders Branch, One-Stop Processing, DPCA. He had some questions on the filing of completed DA Forms 31 and 200 which were answered (already covered in the MARKS regulation -- just a matter of pin-pointing them for him). We examined his files and found them complete and accurate.

d. SFC Dielman, Directorate for Reserve Components (DRC). He is a 71L who had not attended the training in January and had earlier indicated, over the phone, that he was having difficulty identifying DRC's administrative records under MARKS. Subsequent to that phone call, he received and applied our detailed analysis (Encl # 2) which we had furnished to him. This had ~~answered his questions and satisfied his requirements.~~



DAAG-AMR-P/MARKS

SUBJECT: Trip Report, Fort Knox, 24-26 April 1984

9. In summary, this brief trip has led us to the following interim conclusions:

a. Despite MAJ Manza's perceptions, the system is working well in 5/73 Armor, is accepted and liked by participants, and should work equally well in other TOE units of the Army.

~~b. No major problems in implementing the system have, to date, developed at HQ, USAARMC & Fort Knox. This conclusion is based on (1) our personal, on-site observations and discussions with test participants; (2) Howard Smith's day-to-day contact and observations; (3) responses to our questionnaires received over the past two weeks, and (4) the DAAG Forms 315 (Test), the mechanism by which test participants report problems with or shortcomings in the test regulation.~~

2 Encls  
as

  
John G. Vos  
MARKS Project Officer

DISTRIBUTION:

1 copy with enclosures:

Director, Admin Management

Cdr, USA TRADOC (ATPL-AOR/Ms Thompson), Fort Monroe, VA 23651

Cdr, USA FOPRSCOM (AFAG-ASR/Mr. Nuttall), Fort McPherson, GA 30330

1 copy without enclosures:

Cdr, USAARMC & Fort Knox (ATZK-AG-AR/Mr. Smith), Fort Knox, KY 40121

DAAG-AMR-P Reading File

DAAG-AMR Reading File

MARKS Historical File

6 JUL 1984

DAAG-AMR-P

SUBJECT: Trip Report, Fort Knox, 1-3 July 1984

1. Undersigned performed TDY to Fort Knox, Kentucky, 1 - 3 July 1984 per Order # 07-011R(11-1062-84) TAGO, dated 25 June 1984.

2. Persons contacted:

Ms. Poore, Chief, Admin Services, AG  
Mr. Smith, Records Management Officer  
MAJ Ritter, XO, 5/73 Armor  
LT Lambert, Adjutant, 5/73 Armor  
17 enlisted members of 5/73 Armor

3. Purpose of trip was to conclude the one-year pilot of the Modern Army Record-keeping System (MARKS) at 5/73 Armor.

4. Undersigned, accompanied by Mr. Smith, visited each files station in the battalion on 2 July 1984. At each location, we --

a. Advised the participant that, although the pilot was concluded, they would continue to use MARKS (vis-a-vis TAFFS) as their record-keeping system until such time as MARKS is implemented throughout TOE units Army-wide.

b. Instructed the participant that, because the pilot ended in the middle of a record-keeping year, they would continue their current files to 31 December 1984 (vice cutting them off and destroying, holding, or retiring them as of 30 June 1984).

c. Furnished each participant with a preprinted set of file labels to assist in the conversion from a 30 June 1984 cutoff to a 31 December 1984 cutoff.

d. Administered a questionnaire to record perceptions of MARKS vis-a-vis TAFFS.

e. Examined the actual records being maintained at each files station (exception: we did not examine classified files in S-2).

f. Discussed record-keeping in general with the participant and asked if any problems had been encountered.

g. Made on-the-spot correction of deficiencies (minor) where called for.

h. Advised the participant that TAGO would continue to support 5/73 Armor by keeping the regulation (AR 340-XX) current until the system is adopted for Army-wide use.

i. Advised the participant that he could continue to call on the undersigned or Mr. Smith for assistance, even though the pilot has been concluded.

Encl # 6 to Chapter 6

DAAG-AMR-P

SUBJECT: Trip Report, Fort Knox, 1-3 July 1984

5. Results of the final questionnaire will be summarized in the final report of the test.

6. Two problems surfaced in this final visit to 5/73 Armor:

a. On visiting the PAC, it became apparent that they had strayed from the MARKS concept to a considerable degree. Administrative records of the PAC were being kept in a single-drawer (field-type) record box, and were placed in consecutively-numbered folders marked from "701-00" through "701-55". This label was on the front of the file container:

NO.  
701-00 thru -701-55  
ACTIVE  
BUT BDET + ALL  
UTLER AROUND FTRNOX

b. When the 5/73 Armor pilot began, PFC de Jesus was the record-keeper and attended the training; he understood the MARKS concept and the PAC records were properly identified and aligned by prescribing directive number. At a point about six months ago, however, PFC de Jesus departed on PCS and was followed by an interim replacement, one PFC Harper, who was not a 71L and was merely assigned to the job temporarily to keep it filled pending a permanent replacement. PFC Harper, upon seeing the MARKS files and not understanding them, set up his own, numerically-sequenced files (the 701-00/701-55 scheme). PFC Flint A. Johnston, who arrived about three months ago, commenced filing records and documents into the 701-00/701-55 scheme; the files which had been originally set up under MARKS were in another one-drawer files container, which had been set aside and into which no records were being filed.

c. In order to bring the PAC back into line with MARKS, the undersigned and Mr. Smith spent four hours each on Tuesday, 3 July 1984 at the PAC. We went over the MARKS concept with PFC Johnston (and, to some extent, with SGT Wilkerson, the PAC Supervisor). Following that we removed all documents and records from both the 701-00/701-55 file and from the original MARKS file, classified all the records from both containers, placed them into new folders with new file labels under MARKS, sequenced them in a single drawer, prepared a correct drawer label, and drew up a two-page List of File Numbers for the PAC (copy at Enclosure # 1). These actions established a positive data base that was understood by PFC Johnston, SGT Wilkerson, and others in the PAC, and should serve them well in the future.

DAAG-AMR-P

SUBJECT: Trip Report, Fort Knox, 1-3 July 1984

d. The other problem area was in the S-3 Section. Our point of contact had been MSG Richard J. Serna, the Operations NCO of the S-3; at this visit, however, MSG Serna was on recuperation leave following hospitalization and had announced his intent to retire from active duty in the very near future. He was not expected to return to duty at 5/73 Armor. There was, in fact, no replacement on board or expected for some time. The S-3 has no clerical or administrative personnel of any kind. After discussing the situation with the Acting Operations NCO, we finally talked to an SFC Robertin who had only arrived in the battalion three days earlier, and was just beginning his duties in the S-3 Section. It was to him, as an interim measure, that we passed the instructions outlined in paragraph 4 above so that when an individual was on board who would have responsibility for the files, that individual would have some idea of what was going on with MARKS as opposed to TAFFS. We also asked SFC Robertin to have that individual get in touch with us at the time of entering on duty so that we (either Howard Smith or myself) could brief him further. We did look at the S-3 files, which are set up under MARKS; there was a considerable intermingling of active and inactive records within the area of 350-1a, Training Schedule and Inspection Files; however, absent an individual to do the detailed work of separating them out, we decided to leave them as is for the time being.

7. On Tuesday, 3 July 1984 we visited Personnel Services Division of DPCA (ATZK-PA-PS, Building 6645) and talked to Ms. Kathy Stranahan. She had a number of record-keeping areas that are not included in AR 340-ZZ, the MARKS regulation; in most cases, this is because they had not been properly identified under TAFFS or included in the Lists of File Numbers which served as the basis for converting to MARKS in 1983. As a result of this visit we will add to MARKS file number 210-1a, dealing with the administration of private organizations on a military installation. Description and disposition are as given in TAFFS under file number 725-08. We also added file numbers 930-4a and 930-4b to MARKS, dealing with administration of Army Emergency Relief; the descriptions and dispositions are from TAFFS 725-05 and 725-06. Ms. Stranahan also has files on "child development" which result from a new program -- there is a brand-new AR 608-10 out which results in creation of these files. We will investigate this and make appropriate MARKS record series in this area. The program deals with nursery and pre-school programs. They also keep records resulting from AR 670-1, Wear and Appearance of Army Uniforms and Insignias, which we will look into. And finally, the last unresolved area deals with the liaison which DPCA performs in overseeing (a) the dependent school system at Fort Knox, and (b) operation of the Post Exchange system.

8. Returned to Washington National Airport 1735 hours, 3 July 1984.



John G. Vos  
MARKS Project Officer

Encls.

LIST OF FILE NUMBERS

PAC, 5TH BN, 73RD ARMORED REGIMENT

<u>Number</u>	<u>Title</u>	<u>Privacy Act</u>
1-21a	Office Space Assignment Files	
10-1a	Organization Files	
20-1a	Inspector Generals' Inspection Files	
20-1d	Physical Inspection Files	
37-2a	Office Financial Files	
37-101a	Signature Card Files	
37-101-1a	Transmittal Letter Files	
37-101-1e	Miscellaneous MPV Files	
37-103a	Collection Voucher Files	
37-104-3a	Personal Financial Record Files	A0305.10aDACA
105-1a	Office Message Reference Files	
190-40a	Serious Incident Reporting Files	A0508.24aDAPE
210-10a	Departure Clearance Files	A0706.02DAAG
220-1a	Unit Status Reporting Files	
220-1b	Personnel Readiness Files	
220-15a	Daily Journal/Staff Journal Files	
220-45a	Duty Reporting Files	
220-45b	Duty Roster Files	
310-2a	Housekeeping Instruction Files	
310-2b	Policy and Precedent Files	
310-10a	Personnel-type Order Files	
310-10b	Permanent Order Background Files	
310-10c	Permanent Order Record Set	
310-49a	Activation and Status Change Files	
340a	Office Management Files	
340b	Officer Service and Supply Files	
340c	Office Property Record Files	
340d	Reading Files	
340-XXa	Office Lists of File Numbers	
340-XXb	Office Record Transmittal Files	
340-3a	Office Mail Control Files	
340-4a	Filing Equipment Files	
340-8a	Word Processing Equipment Files	
340-17a	FOIA Administrative Files	
340-17b	FOIA Request Files	A0239.01DAAG
340-20a	Office Copier Files	
340-21a	Privacy Act Report Files	
340-21b	Privacy Disclosure Accounting Files	
350-1b	Physical Fitness Training Files	
350-1d	Training Operation Files	A1002.02aTRADOC
350-37a	SQT Files	
350-37a	CTT Files	
380-5b	Security Inspection and Survey Files	
385-10d	Safety Awareness Files	
600a	Office Personnel Register Files	
600b	Office Personnel Locator Files	
600d	Job Description Files	
600g	Temporary Duty Travel Files	
600h	Office Military Personnel Files	A0102.13DAPC
600-8a	Individual Personnel Change Files	A0703.01aDAPC
600-8b	Personnel Information System Rept. Files	A0715.06aDAPC
600-8d	Personnel Data Card Files	A0715.01aDAPC
600-9a	Weight Control Files	A0102.13DAPC
600-10a	Casualty Case Files	A0726.06DAAG
600-21a	EO Reporting Files	
600-21b	EO Survey Files	
600-21c	EO Complaint Files	A0614.03aDAPE

List of file numbers  
 PAC, 5/73 Armor  
 (Continued)

<u>Number</u>	<u>Title</u>	<u>Privacy Act</u>
600-31a	Personnel Action Suspension Rept. Files	
600-33a	Line of Duty Files	A0708.18aDAAG
600-46a	Military Personnel Survey Files	
600-50a	Standard of Conduct Files	
600-55a	Operator's Exam/Qualification Record Files	A1207.08aDAPE
600-85a	Alcohol/Drug abuse Management Files	
600-85b	Alcohol/Drug Abuse Council Meeting Files	
600-85c	Alcohol/Drug Abuse Statistical Files	
600-200a	MOS Classification Board Proceeding files	
600-200b	Promotion Eligibility Roster Files	
600-200c	Promotion Board Proceedings Files	
600-200d	Promotion Eligibility Determination Files	
600-200e	Enlisted Promotion Files	
608-15a	Savings Bond Reporting Files	
630-5a	Leave of Absence Files	
630-5b	Leave Control Log Files	
630-10a	AWOL and Desertion Files	
640-3a	Military ID Card Application Files	A0509.02aDAAG
640-3b	ID Card Register Files	
640-3c	ID Card Requisition Files	
640-10b	Qualification Record Extract Files	
672-5-1a	Unit Award Case Files	
672-5-1b	Award Ceremony Files	
672-5-1c	Military Award Case Files	A0718.01DAPC
680-1a	Personnel Suspense Card Files	
680-1b	Military Personnel Register Files	A0716.04aDAAG
680-1c	Informational Personnel Files	A0703.01DAPC
680-31a	Army Strength Reporting Files	

-----  
 List prepared by  
 ATZK-AG-AR, Mr. Smith, tel. 4-1945  
 and  
 DAAG-AMR-P, Mr. Vos, tel. (AV) 221-0440

3 July 1984

 **REVISION**

*AR 340-XX (Test)*

*Headquarters,*

*Department of the Army*

*Washington, DC, 15 April 1984*



**PILOT**  
of the  
**Modern Army Record-keeping System**  
**(MARKS)**  
at  
**5th Bn, 73rd Armored Regiment**  
**194th Armored Brigade**

Fort Knox, Kentucky  
July 1983 - June 1984



*Office of The Adjutant General*

Encl # 7 to Chapter 6

Army Regulation )  
340-XX (Test) )

HEADQUARTERS  
DEPARTMENT OF THE ARMY  
Washington, DC, 15 April 1984

Office Management

MODERN ARMY RECORD-KEEPING SYSTEM (MARKS)  
FOR TOE AND CERTAIN OTHER UNITS OF THE ARMY  
Effective on receipt

Local supplementation of this test regulation is prohibited.

	Paragraph	Page
Chapter 1. GENERAL		
Purpose-----	1-1	1-1
Concept-----	1-2	1-1
Applicability-----	1-3	1-1
Responsibilities-----	1-4	1-2
References-----	1-5	1-2
Explanation of terms-----	1-6	1-2
Abbreviations-----	1-7	1-4
Chapter 2. STANDARD FILE SUPPLIES		
Purpose-----	2-1	2-1
Explanation of terms-----	2-2	2-1
File supplies-----	2-3	2-1
Chapter 3. OFFICE COPYING AND FILE EQUIPMENT		
Purpose-----	3-1	3-1
Explanation of terms-----	3-2	3-1
Criteria-----	3-3	3-1
Chapter 4. FILE NUMBERS		
General-----	4-1	4-1
Files not described in this regulation-----	4-2	4-1
List of file numbers-----	4-3	4-1
Chapter 5. DISPOSITION INSTRUCTIONS		
General-----	5-1	5-1
Disposition instructions-----	5-2	5-1
Changes to retention periods----	5-3	5-1
Chapter 6. FILING ARRANGEMENTS		
General-----	6-1	6-1
Date arrangement-----	6-2	6-1
Simple number arrangement-----	6-3	6-1
Alphabetical arrangement-----	6-4	6-1

\* This regulation supersedes AR 340-XX (Test) dated 15 June 1983, including C-1 (15 Jul 83) and C-2 (20 Jul 83)

	Paragraph	Page
Chapter 7. FILING PROCEDURES		
General-----	7-1	7-1
Assembly of records for filing--	7-2	7-1
Fastening-----	7-3	7-1
Marking the file number-----	7-4	7-1
Labeling files-----	7-5	7-2
Position of folder labels-----	7-6	7-2
Arranging folders in annual blocks-----	7-7	7-2
Removing documents from a file--	7-8	7-2
Providing for expanding files---	7-9	7-3
Chapter 8. DISPOSAL PROCEDURES		
Methods of disposal-----	8-1	8-1
Emergency disposal of records---	8-2	8-2
Chapter 9. RECORD TRANSFER AND RETIREMENT PROCEDURES		
General-----	9-1	9-1
Preparing lists-----	9-2	9-1
Distributing lists-----	9-3	9-4
Supplemental data when organi- zational status changes-----	9-4	9-4
Entries for files lost or destroyed-----	9-5	9-4
Shipping containers-----	9-6	9-4
Containers for odd-size records-	9-7	9-4
Packing procedures-----	9-8	9-4
Identifying record shipping containers-----	9-9	9-5
Retirement of records to a Fed- eral Records Center, GSA-----	9-10	9-5
Record shipments by USAR units--	9-11	9-5
Transfer to other units and organizations-----	9-12	9-5
Chapter 10. DISPOSITION OF RECORDS ON CHANGE OF STATUS		
General-----	10-1	10-1
Appendix A. Records disposition standards-----		A-1
Appendix B. Records centers and major storage areas-----		B-1
Appendix C. References-----		C-1

Chapter 1

GENERAL

1-1. Purpose. This regulation has been written and published for the purpose of testing a new records maintenance and disposition concept at the TOE unit level. The pilot study is to be conducted in the 5th Battalion, 73rd Armored Regiment, 194th Armored Brigade.

1-2. Concept. a. For the past two decades, Army records maintenance and disposition procedures have been governed by The Army Functional Files System (TAFFS), as published in AR 340-2 and the AR 340-18-series.

b. Among the problems perceived by users in the field during the life of TAFFS have been that --

(1) There is no "general correspondence" category for records which relate to a major functional area, but which cannot logically be identified with any of the specific file numbers within that area.

(2) By using an arbitrary set of file numbers which bears no relationship to the numbering schemes already in existence (for administrative publications, blank forms, and so forth) TAFFS requires the user to learn and correlate different numbering systems. Also, under TAFFS it became impossible to put the file number on a document at the time of creation because it could be functionally identified under different numbers in different offices.

c. With this pilot study, the record series listed in AR 340-2, Maintenance and Disposition of Records in TOE and Certain Other Units of the Army, have been reorganized to identify each file with the number of the directive that prescribes that the function be performed. Within each basic series there is a provision for "general correspondence;" a distinction is made between retention periods in peacetime and during mobilization or the conduct of military operations, where this applies; and the applicability of The Privacy Act of 1974 is pinpointed where this is appropriate.

1-3. Applicability. This regulation applies, for purposes of the pilot study, only to record-keeping in the 5th Battalion, 73rd Armored Regiment, 194th Armored Brigade.

1-4. Responsibilities. The commander of a unit or the officer in charge of an activity is responsible for its records; however, another individual is usually charged with managing the records program within the unit or activity. These duties will be performed in connection with records management by that individual:

a. Informally survey or appraise the organization's records at least once yearly and prescribe corrective action where such is indicated.

b. Insure that people working with the Modern Army Record-Keeping System (MARKS, see paragraph 1-6) are familiar with and trained to use the system. This can be through classroom training, on-the-job training, or both; taking part in classes given by the installation records manager will satisfy this requirement.

c. Insure that office equipment and supplies are managed and controlled according to AR 340-4 (files equipment), AR 340-8 (word processing), AR 340-20 (copiers), and AR 340-22 (micrographics).

d. Identify and dispose of records by:

(1) Insuring that all recorded information, regardless of location, volume, or characteristics, is identified and labeled.

(2) Insuring that disposable records are destroyed only at the end of the retention periods set forth in appendix A.

(3) Transferring appropriate records to the Records Holding Area or the Federal Records Center shown in appendix B.

1-5. References. Required and related publications are listed in appendix C.

1-6. Explanation of terms. a. The Modern Army Record-keeping System (MARKS). A system for identifying and arranging Army records for reference and disposition according to the directive, usually an AR, which prescribes their creation, maintenance, and use. Each record series bears a file number which is the same as the number of the prescribing directive. An unsuffixed number is provided within each basic series for general correspondence which cannot logically be identified with any of the specific numbers associated with that category, as in this abbreviated example (see appendix A for full description and disposition):

This is the publication series number and title; see Table 4-1 or AR 310-2.

385: SAFETYPrescribing Directive(s):

AR 385-10 Army Safety Program  
AR 385-95 Army Aviation Accident Prevention

<u>Number</u>	<u>Description and Disposition</u>
---------------	------------------------------------

385	GENERAL SAFETY CORRESPONDENCE FILES.
-----	--------------------------------------

KEYWORDS:

Use this number for —

a. General correspondence relating to safety that cannot logically be filed with the detailed records listed below: Destroy after 2 years.

385 General Safety Correspondence (84) COFF 31 Dec 84, DEST Jan 87
---

b. Documents relating to safety received for information only, on which no action is required: Destroy when no longer needed for current operations.

385 General Safety Correspondence — Non-action Documents DEST when no longer needed for current operations
--

385-10a	Accident and Incident Case Files (Non-Aviation)
385-10b	Target Practice Safety Files
385-10c	Operator's Examination and Qualification Record Files
385-10d	Safety Awareness Files
385-95c	Aviation Accident and Incident Case Files

The prescribing directives for these records are AR 385-10, Army Safety Program and AR 385-95, Army Aviation Accident Prevention

b. Retention period. The length of time a record must be kept after it becomes cut off (or inactive) and before it is destroyed. Records that will never be destroyed because of their historical or archival value are called permanent records (see file number 870-5a in appendix A for an example).

c. Disposition instructions. Instructions (appendix A, used in conjunction with Table 5-1 or 5-2) that specify the date or event upon which to cut off, transfer, retire, or destroy records.

d. Cutoff. The termination of a file at specified times.

e. Record copy. That copy of a document kept for record from time of creation until final disposal. It does not include reading file copies, daily file copies, or others kept for convenience or reference.

f. Records center. An activity that receives, maintains, services, and disposes of records retired from Army organizations, from records holding areas, and from overseas command records holding areas. Records stored in records centers are inactive, and have been retired so they can be maintained more economically and efficiently in a central facility.

g. Records holding area (RHA). A facility at an installation, activity, or field command for holding cutoff files pending destruction or retirement; or, an activity in a major overseas command for holding cutoff records pending destruction or retirement to a CONUS records center. These facilities have less valuable space and low-cost filing equipment. When located outside CONUS, these facilities are referred to as overseas command records holding areas (OCRHAs).

h. Records. All recorded information (regardless of type) made or received and maintained by an organization. This information is kept in order to transact the Army's business and because of legal obligations. Excluded from this definition are library and museum material, extra copies of documents kept purely for reference purposes, stocks of publications, and blank forms.

i. Record series. A group of documents described under a single file number in appendix A to this regulation.

j. Permanent. This term applies to those record series so designated in appendix A; for an example, see the disposition column for file number 220-15a in appendix A. In each such case, the Archivist of the United States has determined that the records have sufficient historic and legal value to warrant their permanent retention.

k. Retirement. Shipment of records to a Federal Records Center.

l. Transfer. Shipment of records to RHAs, OCRHAs, another Army organization, or to a Government agency other than a Federal Records Center.

1-7. Abbreviations. Common abbreviations used within MARKS, especially for use on file labels, are:

CFA	current files area
COFF	cutoff; cut off
dest	destroy
FARC	Federal Archives and Records Center
NPRC	National Personnel Records Center
OCRHA	oversea command records holding area
PIF	place in the inactive file
RefP	reference papers
ret	retire; retirement
RHA	records holding area
MARKS	Modern Army Record-keeping System
trf	transfer
RCPAC	Reserve Components Personnel and Administration Center
WNRC	Washington National Records Center

Chapter 2

STANDARD FILE SUPPLIES

2-1. Purpose. This chapter provides for file supplies to be used in maintaining files.

2-2. Explanation of terms. Files supplies include folders, guides, labels, fasteners, binders, label holders, and other materials designed to hold records.

2-3. File supplies. a. Any file supplies normally available from the administrative self-service support center may be used to maintain paper records. However, for records that are transferred to the RHA and/or retired into the Federal Records Center system, the file supplies must be a size that will fit into standard records shipment boxes described below.

b. The box to be used as a standard shipping container to transfer or retire paper records is:

Box, fiberboard, 14 3/4" x 12" x 9 1/2", NSN 8115-00-117-8344

c. A variety of file folder types is usually available in a self-service support center; the type that is most practical for your application should be chosen. For example, Soldier Issue Files (number 710-2g, appendix A) are suited to the type of folder that, when opened, has a pouch on either side.

Chapter 3

OFFICE COPYING AND FILE EQUIPMENT

3-1. Purpose. This chapter has general information for acquiring office copiers and file equipment.

3-2. Explanation of terms. a. File equipment. File equipment includes all file containers, machines, devices, and furniture used for maintaining files. Exceptions are items used for storing records in holding areas and records centers, such as fiberboard boxes, wooden boxes, pallets, racks, and shelving. It also excludes equipment that contains publications and blank forms stocked for issue.

b. Office copiers (copying equipment) are those machines with a copier-per-minute output of 99 copies or less. They are used to make 1 to 25 copies of each original document, needed in support of administrative requirements, and not requiring special operator training.

3-3. Criteria. a. File equipment requests will be processed under AR 340-4.

b. Office copier requests will be processed under AR 340-20.

## Chapter 4

## FILE NUMBERS

4-1. General. A file number will be assigned to each record maintained by a unit. Follow these steps:

a. By scanning the series numbers and titles in Table 4-1, select the basic series which relates to the record to be identified. The numbers and titles in Table 4-1 have been extracted from AR 310-2, and represent administrative-type publications (AR's, Pamphlets, Circulars) of the Army. If needed, further reference may be made to DA Pam 310-1, Index of Administrative Publications (microfiche), which lists all series numbers and titles for regulations, pamphlets, and circulars.

b. Referring to appendix A, select the specific file number within the basic series that covers the record to be filed. If the record relates to the series generally but not to one of the specific numbers thereunder, use the first file number (unsuffixed, "General Correspondence Files").

4-2. Files not described by this regulation. If a record cannot be identified by reference to Table 4-1 and appendix A, it will be brought to the attention of the servicing records manager, who will:

a. Determine what directive prescribes the creation, maintenance and use of the record.

b. Establish file numbers (and alpha suffixes) based on the number of the prescribing directive and the general format in appendix A, and furnish it to the requesting unit for their interim use, pending eventual publication in this regulation or its successor. The disposition instruction for this provisional identification of records will read, "Hold in current files area until disposition instructions are published in AR 340-XX (Test)." Figure 4-1 illustrates a local records manager's response to this kind of request for help.

c. The servicing records manager will furnish information on the records in question (including identification of the prescribing directive and an unclassified sample of the records) to HQDA (DAAG-AMR-P) Alexandria VA 22331 for evaluation and publication.

4-3. List of file numbers. As a filing, reference, and training tool, and to help eliminate constant referral to appendix A, each files station within 5th Battalion, 73rd Armor will prepare a list of file numbers in the format shown in Figure 4-2. A command or installation form may be used for this purpose. The list, when approved, will be filed as the first document in the front drawer of the unit files. When the list is first drawn up or changed it will be sent to the servicing records manager for approval; the records manager's initials or signature on the return copy will indicate such approval.

## BASIC SERIES NUMBERS AND TITLES

The following list is extracted from AR 310-2 for use as a "finding aid" in connection with the MARKS numbers in appendix A.

<u>SERIES NUMBER</u>	<u>TITLE</u>
1	Administration
10	Organization and Functions
11	Army Programs
20	Assistance, Inspections, Investigations, and Follow-up
27	Legal Services
30	Food Program
37	Financial Administration
40	Medical Services
58	Motor Transportation
65	Postal Service
75	Explosives
95	Aviation
105	Communications-Electronics
140	Army Reserve
145	Reserve Officer Training Corps
190	Military Police
210	Installations
220	Field Organizations
215	Morale, Welfare, and Recreation
310	Military Publications
340	Office Management
350	Training
380	Security
381	Military Intelligence
385	Safety
420	Facilities Engineering
500	Emergency Employment of Army and Other Resources
525	Military Operations
600	Personnel - General
604	Personnel Security
608	Personnel Affairs
630	Personnel Absences
635	Personnel Separations
638	Deceased Personnel
640	Personnel Records and ID of Individuals
672	Decorations, Awards, and Honors
680	Personnel Information Systems
700	Logistics
710	Inventory Management
735	Property Accountability
738	Maintenance Management
870	Historical Activities

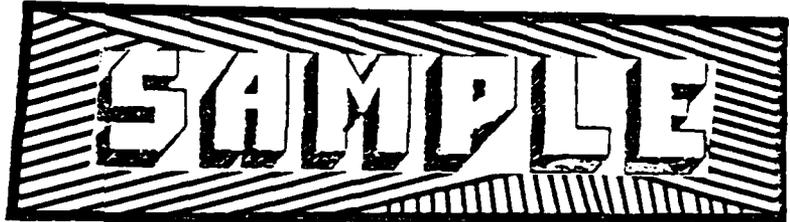
Table 4-1

ATZK-AG

14 July 1983

SUBJECT: Identification of Records

Commander  
 5th Bn, 73rd Armor  
 194th Armored Brigade  
 ATTN: Adjutant  
 Fort Knox, KY 40121



1. Reference your verbal request of 6 July 1983 for files assistance.
2. The nuclear surety records and reports which you maintain are prescribed by AR 50-5, Nuclear Surety. We have forwarded a request to TAG, HQDA, to have this category of records added to AR 340-XX or its successor for use by all TOE units to which it may apply; in the interim, you are authorized to use the following for these records:

50: NUCLEAR AND CHEMICAL WEAPONS AND MATERIEL

These records concern the operating procedures, safety, and reliability of nuclear weapons and related material, including prevention of weapons accidents, incidents, unauthorized detonation, and safe jettison. Also includes storage, handling, transportation, maintenance, stockpile-to-target sequences, and related accounting and reporting of nuclear weapons and materiel.

<u>Number</u>	<u>Description</u>	<u>Disposition</u>
50	GENERAL NUCLEAR SURETY CORRESPONDENCE FILES. KEYWORDS: Nuclear, Surety, Accident, Incident Documents on nuclear surety which cannot logically be filed the detailed records listed below.	Retain in CFA until disposition instructions are published in AR 340-XX (Test) or successor.

Figure 4-1

ATZK-AG  
SUBJECT: Identification of Records

<u>Number</u>	<u>Description</u>	<u>Disposition</u>
50-5a	NUCLEAR WEAPONS PERSONNEL RELI- ABILITY RECORDS. KEYWORDS: Personnel, Reliability, Training Documents concerning the screening, evaluation, training, qualification, disqualification, and requalification of personnel assigned nuclear weapons responsibilities.	Same as Number 50 above.
50-5b	NUCLEAR WEAPONS TRANSPORTATION RECORDS. KEYWORDS: Nuclear, Transportation Documents relating to loading, tie- down, unloading, security, and re- porting of the movement of nuclear weapons.	Same as Number 50 above.

3. Point of contact is Howard Smith, RMO, telephone 41945.

FOR THE COMMANDER:

W. GRAHAM JOHNSON  
CPT, AGC  
Assistant Adjutant General

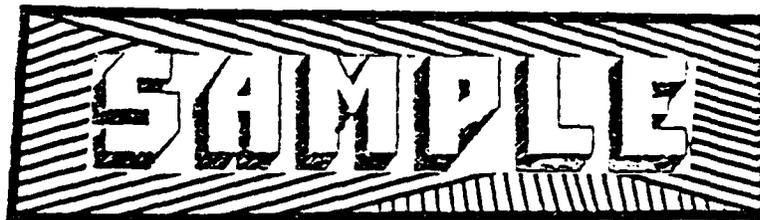


Figure 4-1 (Continued)

This figure illustrates an abbreviated List of File Numbers. In preparing the list, "General Correspondence Files" (the general number at the start of each basic series) need not be listed.

-----

LIST OF FILE NUMBERS

1st Battalion, 93rd Infantry

<u>Number</u>	<u>Title</u>	<u>Does Privacy Act apply? If so, give System ID #</u>
10-1a	Organization Files	
20-1a	IG Inspection Files	
27-1b	Special Courts-Martial Files	
30-1a	Dining Facility Operations Files	
37-2a	Office Financial Files	
58-1a	Dispatcher Organizational Control Records	
58-1b	Equipment Daily Use Files	
65a	Postal Personnel Designation Files	
65j	Unit Mailroom Inspection Files	
105-1a	Office Message Reference Files	
210-130a	Laundry/Dry Cleaning Files	A1427.01aDALO
220-1a	Unit Status Reporting Files	
220-1b	Personnel Readiness Files	
220-45b	Duty Roster Files	
	(etc.)	

-----

Figure 4-2 -- List of File Numbers

Chapter 5

DISPOSITION INSTRUCTIONS

5-1. General. Retention periods for records accumulated by units using this regulation are in appendix A.

5-2. Disposition instructions. Taking the general disposition standard from appendix A, translate it into specific dates for cutoff and destruction or retirement, per the instructions in figure 5-1. Bear in mind that retention periods begin when the record is cut off at the end of the calendar or fiscal year, or at such other time as may be specified in appendix A, or on the occurrence of a specific act or event which makes the record inactive.

NOTE: FOR EVERY FILE NUMBER IN APPENDIX A, A SAMPLE FOLDER LABEL IS GIVEN. THIS SAMPLE ALREADY HAS ALL THE INFORMATION ON IT THAT YOU NEED TO SET UP YOUR FOLDER LABELS. YOU SHOULD ONLY HAVE TO REFER TO FIG. 5-1 IF YOU RUN INTO AN UNUSUAL CIRCUMSTANCE THAT IS NOT COVERED BY THE SAMPLE GIVEN.

5-3. Changes to retention periods. Retention periods for Army records sometimes change because of statutory, legal, financial, and administrative requirements. These general rules apply:

a. Increased retention period. If a change increases the retention period, apply the new period to all records of that file number, regardless of when they were created or where they are maintained (current files area or records holding area).

b. Decreased retention period. This could be either a change from PERMANENT to a definite time period, or from a definite period to a lesser period (for example, from "Destroy after 10 years" to "Destroy after 2 years"). In such cases, the new retention period will be applied to current-year records. It will also be applied to inactive records if it is practical to do so, but not if a lot of time and money would be required. For example, a change from 5 years' retention to 4 years involving several hundred records would take a major effort to apply and it would, therefore, be cheaper to simply retain the records for the extra year.

A. If the file is accumulated by:	B. and the abbreviated disposition instructions (right-hand column of appendix A.	C. then the full disposition standard would be:	D. and the disposition instructions on the file label would be examples are for both calendar and fiscal year, where applicable):
1. Any element of the Army to which this regulation applies.	destroy after 1 month	cut off at the end of the month, hold 1 month in the current files area, then destroy	COFF: 30 Apr 83, Dest Jun 83
	destroy after 3 months	cut off at the end of each quarter, hold 3 months in the current files area, then destroy	COFF: 31 Mar 83, Dest Jul 83
	destroy after 6 months	cut off twice a year, according to the calendar or fiscal year; hold 6 months in the current files area; then destroy	CY: COFF: 30 Jun 83, Dest Jan 84, or COFF: 31 Dec 83, Dest Jul 84 FY: COFF: 30 Sep 83, Dest Apr 84, or COFF: 31 Mar 84, Dest Oct 84
	destroy after 1 year	cut off at the end of the calendar or fiscal year; hold for 1 year in the current files area; then destroy	CY: COFF: 31 Dec 83, Dest Jan 84 FY: COFF: 30 Sep 83, Dest Oct 84
	destroy after 2 years	cut off at the end of the calendar or fiscal year; hold for 2 years in the current files area; then destroy	CY: COFF: 31 Dec 83, Dest Jan 84 FY: COFF: 30 Sep 83, Dest Oct 84
	destroy upon occurrence of a specific action or event	examples: destroy when superseded or obsolete	examples: destroy when superseded or obsolete
	destroy a certain time period after occurrence of a specific action or event	destroy when no longer needed for current operations	destroy when no longer needed for current operations
		example: for 2-year file: cut off on transfer or separation of individual; hold 2 years in current files area; then destroy	example: for 2-year file: ACTIVE FILE: PIF upon separation or transfer INACTIVE FILE: COFF: 31 Dec 83, Dest Jan 84

Figure 5-1. Disposition standards.

A. If the file is accumulated by:	B. and the abbreviated disposition instructions (right-hand column of appendix A.	C. then the full disposition standard would be:	D. and the disposition instructions on the file label would be (examples are for both calendar and fiscal year, where applicable):
<p>1. Army elements not serviced by a Records Holding Area</p>	<p>destroy after 3 or 4 years</p>	<p>cut off at the end of the calendar or fiscal year; hold for the remaining time in current files area; then destroy</p>	<p><i>(Note: When longer retention periods are specified, the appropriate standard in Rule 2 or 3 below will be applied)</i>                      CY: COFF 31 Dec 83, Dest Jan 87                      FY: COFF 30 Sep 83, Dest Oct 86                      example for 3-year file:                      example for 5-year file:                      CY: COFF 31 Dec 83, Ret WNRC Jan 86, Dest Jan 89                      FY: COFF 30 Sep 83, Ret WNRC Oct 85, Dest Oct 88</p>
<p>2. Army elements serviced by a Records Holding Area</p>	<p>permanent</p>	<p>cut off at the end of the calendar or fiscal year; hold for 2 years in the current files area; and then retire to the servicing Federal Records Center, where the file will be held until the total retention period has expired, then destroy</p>	<p>CY: COFF 31 Dec 83, Ret WNRC Jan 86, Permanent                      FY: COFF 30 Sep 83, Ret WNRC Oct 85, Permanent</p>
<p>3. Army elements serviced by a Records Holding Area</p>	<p>destroy after 3, 4, 5, 6, or 7 years</p>	<p>cut off at the end of the calendar or fiscal year; hold for 2 years in the current files area; transfer to records holding area; hold until total retention period expires; then destroy</p>	<p>example for a 5-year file:                      CY: COFF 31 Dec 83, Trf RHA Dest Jan 86, Dest Jan 89                      FY: COFF 30 Sep 83, Trf RHA Oct 85, Dest Oct 88                      examples are for a 70-year file:                      CY: COFF 31 Dec 83, Trf RHA Jan 86, Ret WNRC Jan 87, Dest Jan 2039                      FY: COFF 30 Sep 83, Trf RHA Oct 85, Ret WNRC Oct 86,</p>

Figure 5-1. Disposition standards—Continued

A. If the file is accumulated by:	B. and the abbreviated disposition instructions (right-hand column of appendix A.)	C. then the full disposition standard would be:	D. and the disposition instructions on the file label would be (examples are for both calendar and fiscal year, where applicable):
		held until the total retention period expires, then destroy	Dec 84 2038
permanent		out off at the end of the calendar or fiscal year; hold for 2 years in the current files area; transfer to the records holding area; hold for 1 year; then retire to the surviving Federal Records Center	CY: ODFP 31 Dec 83, Trf RRA Jan 86, Ret WNRG Jan 87, Permanent FY: ODFP 30 Sep 83, Trf RRA Oct 85, Ret WNRG Oct 86, Permanent

Figure 5-1. Disposition Standards - Continued

## Chapter 6

## FILING ARRANGEMENTS

6-1. General. This chapter outlines the arrangements that may be used for subdividing files within a single MARKS number.

6-2. Date arrangement. This is used only for material within folders. When used, arrange records chronologically.

6-3. Simple number arrangement. Papers are arranged in simple numerical sequence; records that are filed by unit designation are suited to this arrangement.

6-4. Alphabetical arrangement. The two basic methods of arranging records alphabetically are:

a. Subject. Under this method, subject titles are used and arranged alphabetically. For example, Organizational History Files, described in appendix A under number 870-5a, might be subdivided by Assumption of Command, Ceremonies, Clippings, Honors, and Lineage. These subjects would be filed alphabetically behind the number 870-5a, either in separate folders or within the basic folder, depending on volume.

b. Name. Records are arranged by the name of persons, places, or organizations. The principal use is in arranging personnel-type records. These are examples of the name arrangement method:

(1) Personal names -- file by surname, then by first name and middle initial. Example:

Brown, Robert J.  
Doe, John L.  
Smith, Stanley S.

(2) Place names -- file first by name of larger place, and then by specific location. Example:

Alabama, Troy  
Pennsylvania, New Brighton  
Virginia, Richlands

(3) Organization names -- file first by general name, such as arsenal, battalion, company, or depot; then file by specific name. Example:

Arsenal, Watervliet  
Depot, Red River  
Military Ocean Terminal, Bayonne

Chapter 7

FILING PROCEDURES

7-1. General. This chapter describes methods of filing and retrieving records from files.

7-2. Assembly of records for filing. a. Correspondence to be filed will be assembled in the order shown in figure 7-1.

b. If reference needs require, related records on the same subject may be combined by stapling or clipping the two records together.

7-3. Fastening. Documents will normally be stapled; when the volume becomes too great for stapling, other fasteners may be used. Documents will not be attached to file folders, except for special-design folders such as DA Form 201 (Military Personnel Records Jacket, or MPRJ).

7-4. Entering the file number. The file number may be entered on a record at the time it is created by placing it in parentheses to the immediate right of the reference symbol, as in this abbreviated example of a military letter:



DEPARTMENT OF THE ARMY  
811th Explosive Ordnance Disposal Detachment  
Fort Wall, Kansas 62121

AFZQ-EOD (75-15a)

SUBJECT: Quarterly EOD Status Report, 2Q FY 83

Commander  
93rd Inf Div & Fort Wall  
ATTN: AFZQ-MRM-ORD  
Fort Wall, KS 62121

This procedure (allowing the file number to be entered on the record at the time it is created) differs from TAFPS, where the document was marked with the file number only at time of filing because one document might have several different numbers, depending on the function of each office where it was filed. When MARKS is implemented Army-wide, the above procedure will be included in AR 340-15, Preparing Correspondence; until that time, this paragraph is authority for test units to use this new procedure.

7-5. Labeling files. a. General. All file folders and record containers will be labeled. This is essential for accurate filing, retrieval, and disposition of records.

b. Label entries. Type or write entries on file labels. Drawer and binder labels will be prepared on card stock. For the file title as it appears on the label, you may use any abbreviation that you will understand. The abbreviations used on the file label for disposition, however, should be as given in paragraph 1-7, this regulation. Folder labels will include file number, file title, disposition instructions, and (where appropriate) the year of file accumulation. Samples and further instructions for folder labels, drawer labels, and guide cards are illustrated at figure 7-2.

7-6. Position of folder labels. Under TAFPS, there was a requirement that folder labels be placed in the left, center, or right position to denote ultimate disposition of the file. This requirement no longer exists.

7-7. Arrangement of folders in annual blocks. Cutting off folders at the end of the year and setting up new folders for the new year is a "blocking system." Under this system, set up new records on or near the first workday in January or October (for the calendar or fiscal year, respectively); file those folders that continue from year to year, such as Policy and Precedent Files, in the new annual block. One-year-only folders from the previous year will remain in one block. For example, 1980 records and 1981 records would not be interfiled. If they are kept in the same drawer, use a guide card noting the years to separate them.

7-8. Removing documents from a file. When a document is removed, fill out a chargeout record and substitute it for the document in this manner:

a. When suspense control is necessary or desired, use DA Form 543 (Request for Records). Attach the original to the top of the file being loaned; file the first copy in the suspense file under the date on which the file is to be returned; and file the second copy in place of the charged-out file. When loaned files are not returned by the suspense date, take action to get the file or arrange a new suspense date with the borrower.

b. When suspense control is not necessary, Optional Form 23 (Chargeout Record) may be used. When charged-out files are returned, line out the entry on the form and reuse it. Check chargeout records in the files periodically so that material is not kept out too long.

7-9. Providing for expanding files. A file consisting of one folder may require additional folders during the course of the year, before the file is cut off. When the material in any folder reaches capacity, prepare a second folder, and make a note on each folder to indicate the dividing point, as in this example:

680-201a DEPARTURE CLNC FILES (A-L) 1983  
COFF 31 Dec 83, Dest Jan 85

680-201a DEPARTURE CLNC FILES (M-Z) 1983  
COFF 31 Dec 83, Dest Jan 85

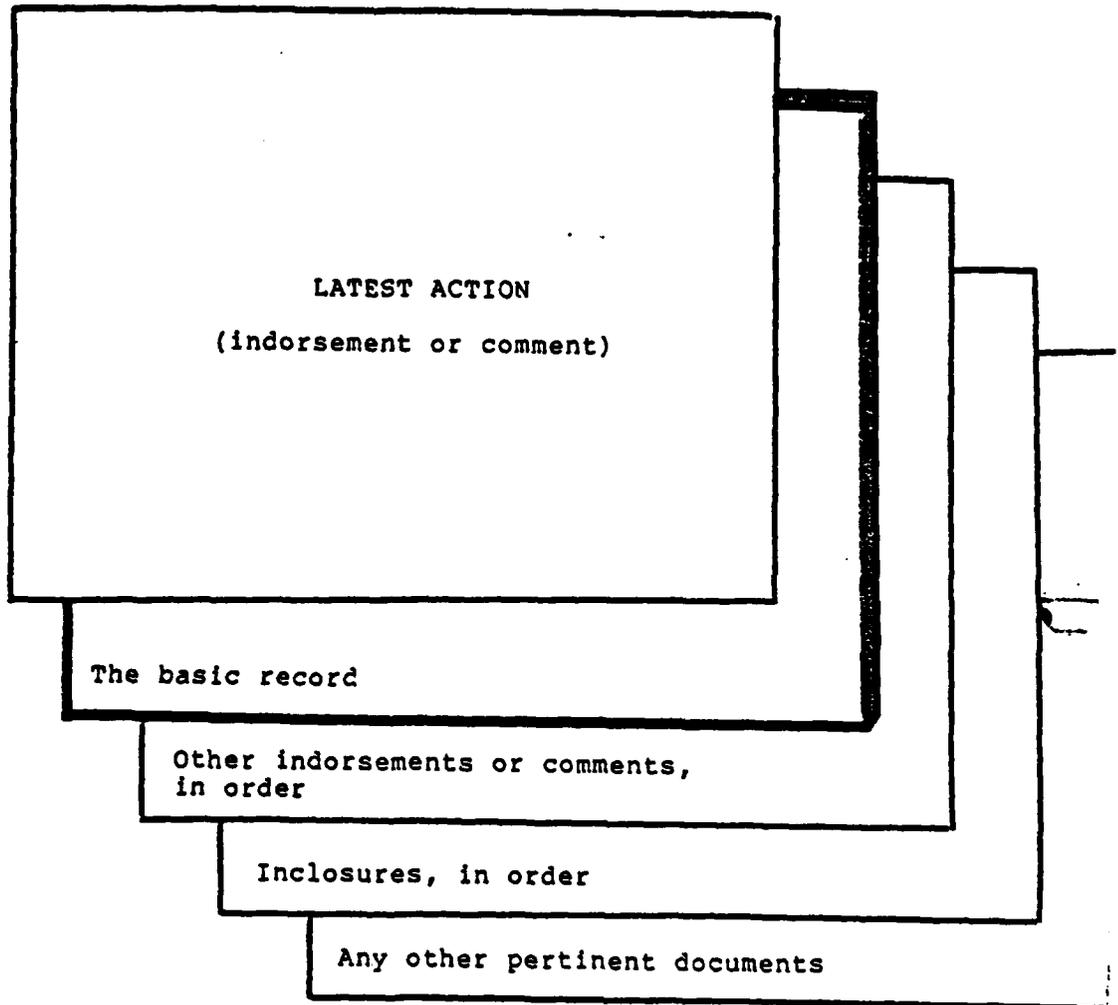
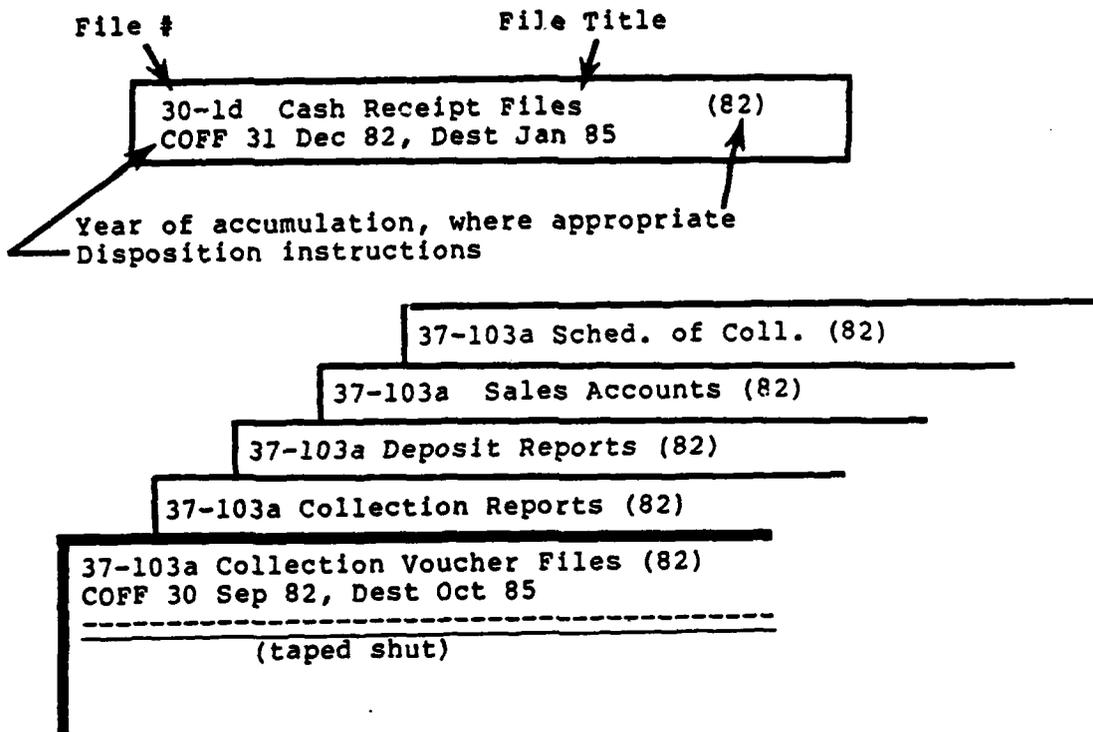


Figure 7-1 -- Assembly of records for filing.



#### USE OF "DUMMY" FOLDER

When there are several folders under one number, you may use a "dummy" folder which contains the full label entries. Tape it shut so that no documents can be filed in it. Subsequent folder labels need only show the title of the folder contents; the number and year of accumulation may be shown, as in the example above.

Figure 7-2 -- Label entries.

710-2e Property Officer Designations  
ACTIVE. PIF on termination of designation.

Sample label for a file that will be cut off  
(become inactive) on occurrence of a specific action or event.

710-2e Property Officer Designations (80)  
INACTIVE. COFF 31 Dec 80, Dest Jan 83.

Sample label for the inactive file.

10 thru 58-1b (82)

Sample label entry for drawer  
that contains two or more  
record series. No disposition  
is shown on the label because  
it varies among the several  
record series in the drawer.

600-33a LOD Files (82)  
COFF 31 Dec 82, Trf RHA  
Jan 85, Dest Jan 88

Sample label entry for drawer  
that contains one (and only  
one) record series, and con-  
tains all of that record  
series. Note that the drawer  
label is identical to the  
folder label in this case.

600-33a LOD Files (82)  
(A-L)  
COFF 31 Dec 82, Trf  
RHA Jan 85,  
Dest Jan 88.

600-33a LOD Files (82)  
(M-Z)  
COFF 31 Dec 82, Trf  
RHA Jan 85,  
Dest Jan 88.

Sample label entries for drawers that contain only  
part of one record series. Note that the division  
(A-L, M-Z) is indicated on each label.

Figure 7-2 -- continued.

Chapter 8

DISPOSAL PROCEDURES

8-1. Methods of disposal. When the prescribed retention period for a record has expired, it will be destroyed as follows:

- a. Destroy security classified records per AR 380-5.
- b. Destroy unclassified records marked FOR OFFICIAL USE ONLY per paragraph 4-501, AR 340-17.
- c. Destroy records subject to The Privacy Act per AR 340-21.
- d. Destroy all other records by the most convenient means available.

8-2. Emergency disposal of records. a. Under the Records Disposal Act of 1943, Army records may be destroyed at any time if their retention is prejudicial to the interests of the United States, provided --

(1) There is a state of war between the United States and any other nation.

(2) Hostile action by a foreign power appears imminent.

b. When emergency disposal is complete, a list of those files and the inclusive dates of each will be compiled, to the extent possible, and sent to HQDA (DAAG-AMR-P), Alexandria, VA, 22331.

Chapter 9

RECORD TRANSFER AND RETIREMENT PROCEDURES

Section I. TRANSFER TO RECORDS HOLDING AREAS OR  
OVERSEA COMMAND RECORDS HOLDING AREAS

9-1. General. a. This section prescribes procedures for preparing and distributing records transmittal lists to records holding areas (RHAs) and oversea command records holding areas (OCRHAs).

b. SF 135 and its continuation sheet, SF 135A, will be type-written. All ribbon copies of shipment forms will be fastened together in box number sequence to form the records transmittal list. Carbon copies will be fastened together in the same manner.

c. When classified information is disclosed in titles on SF 135 or SF 135A, the forms will be classified accordingly. Forms prepared for transmitting classified files will not, in themselves, be classified if --

(1) Information on the form is not classified. Simple indication of the degree of classification on SF 135 or SF 135A is not classified information.

(2) General descriptions of classified files are used, instead of the long title of the classified documents.

9-2. Preparing lists. a. Separate transmittals. Prepare separate SF 135s for these records:

(1) Classified records.

(2) Unclassified records.

b. Number of copies. Prepare three copies for shipment to RHAs and four copies for shipment to OCRHAs. Make one extra copy on discontinuance.

c. Entries.

(1) Item 1: In the "TO" block, delete "Federal Archives and Records Center, General Services Administration" by line-through, and enter the address or building number of the RHA.

(2) Item 2: Enter name and title of the head of the organization transferring the records.

(3) Item 3: Enter name and telephone number of the records custodian.

(4) Item 4: Omit.

(5) Item 5: Enter name and complete address of the organization transferring the records.

(6) Items 6(a), 6(b), and 6(c): Omit.

(7) Item 6(d): Enter the number of boxes in the shipment.

(8) Item 6(e): Enter the box number and total number of boxes in the shipment. For instance, the third box of a total shipment of twelve boxes would be indicated as "3/12."

(9) Item 6(f): The following entries, where applicable, will be made:

(a) Privacy statement. If the records being shipped are subject to The Privacy Act (so indicated by the box under the file number in appendix A), include this statement:

"These records are an addition to a records system previously retired to the records center, and the information previously submitted by HQDA is still applicable."

If the files are a system of records as defined in paragraph 1-5i, AR 340-21, but are not covered by a system notice in the AR 340-21 series, hold the records and send a notice promptly to the servicing records manager (installation level), who will in turn notify HQDA (DAAG-AMR), Alexandria, VA 22331. HQDA will prepare a system notice or will provide special maintenance and disposition instructions. If The Privacy Act does not apply to the records being shipped, so state.

(b) Historical data. Indicate any historical data involving the organization that created the records. Include dates and authorities for events during the period covered by the records being shipped. Examples are activation, changes of command channels, names and locations of next higher headquarters and inclusive dates of command jurisdiction, transfer of functions, changes of mission, redesignation, permanent changes of station, and so forth. On each successive shipment of records, bring this historical background information up to date.

(c) Organization elements. Enter complete title of organizational element and location, and underscore. For example: "599th Military Police Battalion, Fort Johnson, Wyoming". Use only authorized abbreviations.

(d) Series description. Enter the file title, arrangement of the records (alphabetical, chronological, etc.), and the year of accumulation. The title will be the same as that shown in appendix A of this regulation. If the file series (MARKS number) is contained in more than one box, indicate the contents of each box opposite the box number, as in this example:

AGENCY BOX NUMBERS (e)	SERIES DESCRIPTION (With inclusion dates of records) (f)
-1/4 2/4 3/4 4/4	LINE OF DUTY FILES (arranged alphabetically). 1978. A-D E-K L-S T-Z

(e) Continuation pages. Use SF 135A.

(10) Item 6(g): Enter one of these codes to indicate restrictions on use of the records (codes are further explained on reverse of SF 135):

T = TOP SECRET security classification

S = SECRET security classification

C = CONFIDENTIAL security classification

R = FOR OFFICIAL USE ONLY protective marking

N = Unclassified, with no restrictions

(11) Item 6(h): Enter the MARKS number for each title in item 6(f).

(12) Item 6(i): Enter the month and year in which the records may be destroyed. If the records are permanent, enter "Perm".

9-3. Distributing lists. a. Under normal circumstances (other than discontinuance). For records transferred to RHAs, send an original and one copy to the RHA, and retain one copy for file. For records transferred to OCRHAs, send an original and one copy to the OCRHA in advance of the shipment; place one copy in an envelope and insert as the first item in the first box of the shipment; and retain one copy for file.

b. On discontinuance. Distribute copies according to the above and send one copy to the records manager of the next higher headquarters. Organizations reporting directly to HQDA will send one copy to HQDA (DAAG-AMR-S), Alexandria, VA 22331.

9-4. Supplemental data when organizational status changes. Attach the following to the original transmittal (SF 135):

a. Organization chart showing the new organization relationship.

b. Listing showing records transferred to another agency or retired directly to a Federal Records Center, when applicable.

9-5. Entries for files lost or destroyed. Inform RHAs and OCRHAs of accidentally lost or destroyed permanent records or records of more than 10 years' retention. Enter this data on SF 135 or SF 135A prepared for the transfer of records that accumulated during the same period. Enter the file title and inclusive dates of the lost or destroyed records, and (in item 6(f)) the phrase, "accidentally lost" or "accidentally destroyed."

9-6. Shipping containers. The standard records shipping container described in chapter 2, this regulation will be used for transferring records to RHAs and OCRHAs. See paragraph 9-7 below for an exception. Records shipped to CONUS records centers from an overseas location will be packed in Triwall containers, NSN 8115-00-774-6562.

9-7. Containers for odd-size records. When the box described in chapter 2 does not meet shipping requirements because of odd sizes (due to blueprints, maps, ledgers, etc.), pack and ship the records so they will not be damaged enroute. Select boxes for odd-size records from those in GSA stock catalogs; the servicing records manager (installation-level) can assist in this selection.

9-8. Packing procedures. a. General arrangement. Regardless of the type of container used for packing records, fill containers with only one row of file folders. When transferring records to RHAs or OCRHAs, pack permanent files in the first boxes of the shipment, followed by boxes of temporary records. Each group of records will be packed in file number sequence.

b. Arrangement of records packed in fiberboard boxes.

(1) Place letter-size files in boxes so that the file folders

are parallel with the end of the box. If a small number of legal-size documents are filed with the letter-size material, fold the bottom ends of the documents into the file folder to prevent tearing. When filled, each box holds 15" of material.

(2) Place legal-size files in boxes so that the file folders containing the records are parallel with the sides of the box. When filled, each box will hold one linear foot of files. Completely fill the fiberboard boxes, but take care that boxes are not packed so tightly that the records cannot be serviced in the containers. Do not ship partially-filled boxes to a Federal Records Center; however, in a multibox shipment, the last box need not be full. In this case, pack crumpled paper in the unused space to prevent movement during shipment. Do not use excelsior, shredded paper, wax paper, additional file material, or surplus file folders as packing material.

9-9. Identifying record shipping containers. Before shipping to an RHA, OCRHA, or records center, enter the box number and total number of boxes in the shipment on the end of the box, in the upper right-hand corner. If a shipment consists of three boxes, for example, they will be marked 1/3, 2/3, and 3/3.

#### Section II. RETIREMENT OF RECORDS TO A FEDERAL RECORDS CENTER AND TRANSFER TO OTHER UNITS AND ORGANIZATIONS

9-10. Retirement of records to a Federal Records Center, GSA. Normally, the records of a unit are not retired directly to a Federal Records Center, but are transferred to the RHA or OCRHA which, in turn, retires records of long-term or permanent value. However, when direct retirement to a Federal Records Center is necessary, AR 340-18-1 will apply. Installation-level records manager can assist in this process.

9-11. Records shipments by USAR units. a. General. USAR units will essentially follow the same instructions for listing, packing and shipping records as stated above. However, records to be retired to a records center will be sent to the location assigned by the CONUS Army commander or major oversea commander.

b. Consolidated shipments. Records of all USAR units and activities will be retired by the organizations designated by the CONUS Army or major oversea commander as follows:

(1) Reserve unit attendance files (number 140-185a) and ROTC cadet MPRJ files (residue of number 145-1d) will be retired to USA RCPAC, 9700 Page Boulevard, St. Louis, MO 63132.

(2) Publication record set files and other records eligible for retirement will be shipped to WNRC, GSA, Washington, DC 20409.

9-12. Transfer to other units and organizations. For instructions, check with installation or activity records manager.

Chapter 10

DISPOSITION OF RECORDS ON CHANGE OF STATUS

10-1. General. Any unit changing status during the course of this test will dispose of its records in accordance with existing instructions in Chapter 10, AR 340-2.

Appendix A

RECORDS DISPOSITION STANDARDS

A-1. This appendix has file numbers, descriptions, and instructions for disposing of records created and maintained by Army organizations listed in paragraph 1-3 and participating in this test. Where the term "office" is used, it refers to any place where records are created, maintained, or used. This may be a formal office, a supply room, a dining facility, a command post in the field, or any other entity to which this regulation applies.

A-2. For each basic category of records (Table 4-1) listed in this appendix, a file number is provided without suffix that may be used in either of two situations:

a. It may be used for general correspondence (letters, indorsements, DFs, comments, forms, etc.) that falls within the subject area, but which cannot logically be filed with the detailed records that are shown as being prescribed by the regulations in that category.

**EXAMPLE:** Supply Sergeant, Company A receives a DF from Battalion S-4 stressing the importance of maintaining a level of "inventory discipline." The DF falls under the 710-series of records because it deals with inventory, but there is no specific 710 number dealing exclusively with inventory discipline. The DF would therefore be filed under 710 General Inventory Correspondence, held for 2 years, and then destroyed.

b. It may be used for documents received for information only, on which no action is required, even if a specific file number exists for them. Using this category will allow you to file all non-action documents dealing with one category of records without having to set up a large number of file folders under specific numbers, each containing only one or two of these non-action documents.

**EXAMPLE:** In the course of one week, the PSNCO in the Bn PAC receives the following documents for information only (no action required on them):

- o A DF from the servicing medical activity which summarizes how many battalion soldiers have been examined under the Weight Control Program during the past year.

- o A distribution letter from the Alcohol and Drug Abuse Prevention Control Officer at post headquarters listing the various services that are available from that office.

- o A one-page printout from F&AO summarizing the previous FY funds for TDY that were available to and used by the battalion.

For each of these three documents, there is a specific file number available (600-9a, 600-85a, and 600g, respectively); however, since no action is required on any of these documents, they may all be placed in the second "general correspondence" category for non-action documents, rather than making three separate filing actions. Note the disposition standard for these non-action documents -- they may be destroyed when no longer needed for current operations. In fact, the PSNCO may legally decide to destroy one, two, or all three of them without ever filing them if he or she decides that there will be no future reference requirements on them.

A-3. If a test unit creates records that are not described in this appendix, they will call this to the attention of the servicing records manager as outlined in paragraph 4-2.

A-4. In the case of certain record series in this appendix, the prescribing directive is not an Army Regulation/DA Pamphlet, or there is no prescribing directive at all. Where this occurs, the records have been identified, for purposes of consistency within the MARKS numbering scheme, with a basic series number from Table 4-1. This situation occurs in the following file numbers in appendix A:

<u>MARKS</u> <u>File #</u>	<u>Title and Remarks</u>
65a - 65q	Postal Service (prescribed by DOD Postal Manual 4525.6-M, Vol II)
105-24b	Radio Efficiency Reporting Files (prescribed by DOD Instruction 4850.1)
220-1b	Personnel Readiness Files (prescribed by FORSCOM Mobilization and Deployment Planning System)
310-2a	Housekeeping Instruction Files (no prescribing directive)
310-2b	Policy and Precedent Files (no prescribing directive)
310-2f	Training Media Files (no prescribing directive)
340a - 340d	Office Management (no prescribing directives)
381a	Intelligence Reporting Files (prescribed by Defense Intelligence Agency Manual 58-2)
600a - 600h	Personnel - General (no prescribing directives)

A-5. Prior to preparing labels, the retention periods given in this appendix ("Destroy after 2 years", etc.) will be converted to specific cutoff, transfer, destruction, or retirement dates using the sample file labels as a guide, or using figure 5-1.

A-6. Record series in this appendix which are subject to The Privacy Act of 1974 (5USC552a) and which are Army-wide systems of records (as opposed to local or "unique" systems) are so identified by a line just above the description. This is included to promote awareness of privacy program requirements to identify and protect such records. Full information and details on The Army Privacy Program are available in the AR 340-21-series of regulations.

A-7. Aids to automation: Another innovation of MARKS over TAFSS is that it will be amenable to future efforts to automate record-keeping in the Army. This paragraph outlines two such aids that are being incorporated in MARKS.

**NOTE:** What follows is solely for the information of users of this test regulation. It does not have an immediate applicability during the test.

a. Standard Data Elements -- the general structure of MARKS has been standardized into Standard Data Elements under the program of AR 18-12, Catalog of Standard Data Elements and Codes. This step will facilitate programming for eventual electronic/automated record-keeping at some future date. The following Standard Data Elements have been established:

<u>STANDARD DATA ELEMENT</u>	<u>MEANING</u>
MARKS-SERIES-NO	MARKS Basic Series Number
MARKS-SERIES-TITLE	MARKS Basic Series Title
MARKS-PRESB-DIR	MARKS Prescribing Directive
MARKS-PRESB-DIR-PREFIX	MARKS Prescribing Directive Prefix
MARKS-PRESB-DIR-NO	MARKS Prescribing Directive Number
MARKS-PRESB-DIR-TITLE	MARKS Prescribing Directive Title
MARKS-SERIES-DESCR	MARKS Basic Series Description
MARKS-GEN-CORR-ID	MARKS General Correspondence Identification
MARKS-GEN-CORR-FILE-NO	MARKS General Correspondence File Number
MARKS-GEN-CORR-NO-SUFFIX	MARKS General Correspondence Number Suffix
MARKS-GEN-CORR-DESCR	MARKS General Correspondence File Description
MARKS-GEN-CORR-DISPO	MARKS General Correspondence File Disposition
MARKS-FILE-ID	MARKS File Identification
MARKS-FILE-NO	MARKS File Number
MARKS-FILE-NO-SUFFIX	MARKS File Number Suffix
MARKS-FILE-TITLE	MARKS File Title
MARKS-KEYWORD	MARKS Keywords
MARKS-FILE-DESCR	MARKS File Description
MARKS-FILE-DISPO	MARKS File Disposition
MARKS-PRIVACY-ACT-ID	MARKS Privacy Act Identification

b. Keywords -- Within each record series, between the title and the description, is a "keyword line" which (when MARKS is implemented Army-wide) will list several key words that may be used to search an automated data base. While users of this test regulation will not be doing keyword searches of automated data bases, we have included this line for general familiarization.

A-8. Suspense files may accumulate in connection with any of the record series in this appendix. They are reminders that an action is required by a given date. MARKS numbers need not be used on suspense papers or the file drawers or folders in which they are kept. Some examples of suspense files are:

a. A note to submit a report or to take some other action; the note would be destroyed after the report is submitted or the action is taken.

b. An outgoing communication filed by the date on which a reply is expected. When the reply is received, the communication is withdrawn and filed (if it is the record copy) or destroyed (if it is an extra copy).

1: ADMINISTRATION

Prescribing Directive(s):

AR 1-21 Administrative Space Management

These records concern administrative functions, such as control of office space, visits, attendance at meetings and conferences, gifts and donations, and other support functions NOT SPECIFICALLY PROVIDED FOR IN OTHER SERIES.

Number                      Description and Disposition

1                      GENERAL ADMINISTRATION CORRESPONDENCE FILES.

KEYWORDS:

Use this number for --

a. General correspondence relating to administration that cannot logically be filed with the detailed records listed below: Destroy after 2 years.

1 General Admin Correspondence (84)  
COFF 31 Dec 84, DEST Jan 87

b. Documents relating to administration that are received for information only, on which no action is required: Destroy when no longer needed for current operations.

1 General Admin Correspondence --  
Non-Action Documents  
DEST when no longer needed for current  
operations

1-21a

Office space assignment files.

**KEYWORDS:**

Documents showing administrative space assigned to an office. Included are space assignment records and related documents.

Destroy when no longer needed for current operations.

1-21a Office Space Assignment Files DEST when no longer needed for current operations
---

10: ORGANIZATION AND FUNCTIONS

Prescribing Directive(s):

AR 10-1 Functions of the Department of Defense and its Major Components  
These records concern the organization, mission, responsibilities, duties, and functions of commands and units.

Number                      Description and Disposition

10

GENERAL ORGANIZATION AND FUNCTIONS CORRESPONDENCE FILES.

KEYWORDS:

Use this number for ---

a. General correspondence relating to organization and functions that cannot logically be filed with the detailed records listed below: Destroy after 2 years.

10 General Organization/Functions (84)  
Correspondence  
COFF 31 Dec 84, DEST Jan 87

b. Documents relating to organization and functions that are received for information only, on which no action is required: Destroy when no longer needed for current operations.

10 General Organization/Functions  
Correspondence - Non-Action Documents  
DEST when no longer needed for current operations

10-1a

Organization files.

**KEYWORDS:**

Documents relating to the organization and functions of an Army element. These documents are duplicated in the comptroller, management, or similar element that determines the organization and functions of the unit. Included are functional charts and statements; copies of documents relating to staffing and personnel strength, such as manpower surveys and authorization vouchers; Tables of Distribution and Allowances (TDA's); documents reflecting minor changes in organization, and similar information.

Destroy when no longer needed for current operations.

10-1a Organization Files  
DEST when no longer needed for current  
operations

11: ARMY PROGRAMS

Prescribing Directive(s):

AR 11-27 Army Energy Program

These records concern policies, procedures, and scope of major programs related to the Army mission. Publications concerning programs in specific subject areas are placed in the appropriate subject series.

Number                      Description and Disposition

11                      GENERAL ENERGY CONSERVATION CORRESPONDENCE FILES.

KEYWORDS:

Use this number for --

a. General correspondence relating to energy conservation that cannot logically be filed with the detailed records listed below: Destroy after 2 years.

11 General Energy Conservation (84) Correspondence COFF 31 Dec 84, DEST Jan 87
--

b. Documents relating to energy conservation that are received for information only, on which no action is required: Destroy when no longer needed for current operations.

11 General Energy Conservation Correspondence -- Non-Action Documents DEST when no longer needed for current operations
--

11-27a

Energy survey and study files.

**KEYWORDS:**

Documents relating to investigations, surveys, and studies of energy management, fuel consumption, and potential improvement of fuel savings, including surveys by other agencies or contractors using visual and instrumental techniques. Included are surveys and study reports, and related information.

Destroy after 2 years.

11-27a Energy Survey/Study Files (84)

COFF 31 Dec 84, DEST Jan 87

11-27b

Energy conservation project files.

**KEYWORDS:**

Documents relating to projects in the Energy Conservation Investment Program (ECIP), Equipment Energy Conservation Investment Program (EQ-ECIP), and other programs for planning, developing, designing, and constructing facilities for installation of equipment to reduce energy requirements in new or existing facilities. Included are documents relating to preparation and review of energy resource impact assessments or statements.

Destroy 5 years after completion of project.

11-27b Energy Conservation Project Files

ACTIVE. PIF on completion of project.

11-27b Energy Conservation Project (84)

Files. INACTIVE

COFF 31 Dec 84, Trf RHA Jan 87, DEST

Jan 90

11-27c

Energy conservation reporting files.

**KEYWORDS:**

Documents and reports on energy consumption, projected fuel requirements, fuel availability and storage capacity, boiler plant equipment data, and similar reports. Included are Defense Energy Information System (DEIS) reports, Department of Energy data requirements, and information collected for higher-level agencies, and similar information.

Destroy after 2 years.

11-27c Energy Conservation Report- (84)

ing Files

COFF 31 Dec 84, DEST Jan 87

20: ASSISTANCE, INSPECTIONS, INVESTIGATIONS, & FOLLOW-UP

Prescribing Directive(s):

AR 20-1 Inspector General Activities and Procedures

These records concern inquiries, investigations, and inspections into activities and matters pertaining to the performance of mission and the state of discipline, efficiency, and economy of the DA by The Inspector General and other inspectors general. Excludes security and criminal investigations, and materiel inspections ;which are placed in other appropriate subject series.

Number                      Description and Disposition

20                      GENERAL INSPECTION CORRESPONDENCE FILES.

KEYWORDS:

Use this number for ---

a. General correspondence relating to assistance, inspections, investigations and follow-up that cannot logically be filed with the detailed records listed below: Destroy after 2 years.

20 General Inspections Correspondence (84)  
COFF 31 Dec 84, DEST Jan 87

b. Documents relating to assistance, inspections, investigations and follow-up that are received for information only, on which no action is required: Destroy when no longer needed for current operations.

20 General Inspections Correspondence ---  
Non-Action Documents  
DEST when no longer needed for current operations

20-1a Inspector Generals' inspection files.

KEYWORDS:

Documents from Inspector Generals' inspections. Included are annual, general, procurement, special, technical proficiency, and Federal recognition inspection reports, and related information.

Destroy 1 year after next comparable inspection. However, destroy special and Federal recognition inspection report files 1 year after the next annual general inspection.

20-1a IG Inspection Files  
ACTIVE. PIF on next inspection

20-1a IG Inspection Files (84)  
INACTIVE. COFF 31 Dec 84, DEST Jan 86

20-1d

Physical inspection files.

**KEYWORDS:**

Information relating to general and special inspections of enlisted personnel of an organization. Included are reports and similar information.

Destroy after 1 year.

20-1d Physical Inspection Files (84)  
COFF 31 Dec 84, DEST Jan 86

27: LEGAL SERVICES

Prescribing Directive(s):

AR 27-3 Legal Assistance  
AR 27-10 Military Justice  
AR 27-20 Claims

These records concern trial by courts-martial, including pre-trial, trial, and post-trial procedures; administration of nonjudicial punishment; and investigation, processing, settlement, and payment of claims against or on behalf of the Government when the Army is involved.

Number                      Description and Disposition

27                      GENERAL LEGAL SERVICES CORRESPONDENCE FILES.

KEYWORDS:

Use this number for ---

a. General correspondence relating to legal services that cannot logically be filed with the detailed records listed below: Destroy after 2 years.

27 General Legal Correspondence (84)  
COFF 31 Dec 84, DEST Jan 87

b. Documents relating to legal services that are received for information only, on which no action is required: Destroy when no longer needed for current operations.

27 General Legal Correspondence ---  
Non-Action Documents  
DEST when no longer needed for current  
operations

27-3a

Legal assistance interview record files.

**KEYWORDS:**

Documents containing personal data on each individual given legal assistance; name of the attorney consulted; summary of problems considered; advice rendered; referrals made, and similar information.

Destroy after 1 year.

27-3a Legal Assistance Interview (84)  
Record Files  
COFF 31 Dec 84, DEST Jan 86

27-10a

Summary courts-martial files.

**KEYWORDS:**

These files consist of copies of formal record of trial of military personnel by summary courts-martial, and related papers.

Destroy 1 year after notice of final action by the supervisory authority.

27-10a Summary CM Files  
ACTIVE. PIF on final action by  
supervisory authority

27-10a Summary CM Files (84)  
INACTIVE. COFF 31 Dec 84, DEST Jan 86

27-10b

Courts-martial locator files.

**KEYWORDS:**

Documents used to control cases that are to be tried or have been tried. Included are index cards, registers, and similar documents.

Destroy after 3 years, or 3 years after completion of the case, as applicable. Keep in current files area.

27-10b CM Locator Files (84)  
COFF 31 Dec 84, DEST Jan 88

27-10c

Special courts-martial files.

KEYWORDS:

These files include retained copies of charge sheets with related papers; correspondence from the officer who has immediate general courts-martial jurisdiction over the command; copies of courts-martial orders (the originals having been sent to the officer exercising general courts-martial jurisdiction); and related information.

Destroy 1 year after notice of final action by the supervisory authority.

27-10c Special CM Files  
ACTIVE. PIF on final action by the  
supervisory authority

27-10c Special CM Files (84)  
INACTIVE. COFF 31 Dec 84, DEST Jan 86

27-10d

Special courts-martial files (BCD).

KEYWORDS:

Trial records of special courts-martial involving bad conduct discharges, whether or not suspended, which have been approved by the officer exercising general courts-martial jurisdiction over the command. Included are copies of trial record, copies of charge sheets and related papers, reviews by staff judge advocates, courts-martial orders, copies of decisions by appellate agencies, and similar papers.

Destroy 1 year after notification of completion of final action.

27-10d Special CM Files (BCD)  
ACTIVE. PIF on notice of final action

27-10d Special CM Files (BCD) (84)  
INACTIVE. COFF 31 Dec 84, DEST Jan 86

27-10e

General courts-martial files.

KEYWORDS:

Trial records of general courts-martial, military commissions, and courts of inquiry. They originate at the various courts-martial jurisdictions in the continental United States and oversea commands. Included are copies of the trial record, copies of charge sheets and related papers, reviews by staff judge advocates, courts-martial orders, copies of decisions by appellate agencies, and similar papers.

Destroy 1 year after notification of completion of final action.

27-10e General CM Files  
ACTIVE. PIF on notice of final action

27-10e General CM Files (84)  
INACTIVE. COFF 31 Dec 84, DEST Jan 86

27-10f

Nonjudicial punishment files.

**KEYWORDS:**

Documents and forms gathered for the Record of Proceedings under Article 15, UCMJ, retained for the purpose of monitoring nonjudicial punishment.

Dispose of IAW AR 27-10.

27-10f Nonjudicial punishment files  
Dispose of IAW AR 27-10

27-20a

Personal property claim files.

**KEYWORDS:**

Case files relating to claims against the government by members of the Army for damage, loss, or destruction of personal property incident to their service.

Destroy 10 years after final action on the case.

27-20a Personal property claim files  
ACTIVE. PIF on final action on the case.

27-20a Personal property claim files (84)  
INACTIVE. COFF 31 Dec 84, Trf RHA  
Jan 87, Ret WNRRC Jan 88, DEST Jan 95

27-20b

Foreign claim files.

**KEYWORDS:**

Case files relating to claims against the US by inhabitants of a foreign country or by a foreign government for damage, loss, or destruction of private property, or for personal injury or death caused by Army personnel or civilian employees stationed in the country concerned.

Destroy 10 years after final action on the case.

27-20b Foreign claim files  
ACTIVE. PIF on final action on the case

27-20b Foreign claim files (84)  
INACTIVE. COFF 31 Dec 84, Trf RHA  
Jan 87, Ret WNRRC Jan 88, DEST Jan 95

27-20c

Local foreign claim files.

**KEYWORDS:**

Case files relating to claims arising in foreign countries for death or personal injury; damage, loss, or destruction of personal property; or in connection with provisions of contracts, leases, or other instruments. They are limited to those claims which cannot be settled under provisions of Army Regulations and which must, therefore, be settled under local laws, regulations, or agreements.

Destroy 10 years after final action on the case.

27-20c Local foreign claim files  
ACTIVE. PIF on final action on the case

27-20c Local foreign claim files (84)  
INACTIVE. COFF 31 Dec 84, Trf RHA  
Jan 87, Ret WNRRC Jan 88, DEST Jan 95

30: FOOD PROGRAM

Prescribing Directive(s):

AR 30-1 The Army Food Service Program  
AR 30-16 Food Service Data Feedback Program  
AR 30-18 Army Troop Issue Subsistence Activity Operating Procedures

These records concern commodities, resources, and services used, facilities operated, and functions performed in the supply and service of food.

Number                      Description and Disposition

30

GENERAL FOOD PROGRAM CORRESPONDENCE FILES.

KEYWORDS:

Use this number for ---

a. General correspondence relating to the food program that cannot logically be filed with the detailed records listed below: Destroy after 2 years.

30 General Food Program Correspondence (84)  
COFF 31 Dec 84, DEST Jan 87

b. Documents relating to the food program that are received for information only, on which no action is required: Destroy when no longer needed for current operations.

30 General Food Program Correspondence ---  
Non-Action Documents  
DEST when no longer needed for current  
operations

30-1a

Cash receipt files.

KEYWORDS:

Receipts for cash and documents reflecting collections. Included are cash meal payment sheets; cash collection vouchers; cash register tapes; memorandum book for recording cash register clearings; control of cash meal payment books; documents on purchase, billing and payment of catered meals or unprepared subsistence; reports of investigation in accordance with AR 15-6 for missing cash or cash meal payment sheets; and meal payment through payroll deduction.

Destroy after 2 years.

30-1a Cash Receipt Files (84)  
COFF 31 Dec 84, DEST Jan 87

30-1b

Menu files.

KEYWORDS:

Copies of the Master Menu, cyclic menus, and proceedings of menu boards.

Destroy when superseded.

30-1b Menu Files  
DEST when superseded

30-1c

Dining facility account review files.

KEYWORDS:

Documents relating to review of facility operation files, inspections, and contractor performance evaluations. Included are reports; summary of account status review; related documents concerning findings and recommendations; Quality Deficiency Reports (QDRs) and Equipment Improvement Reports (EIRs).

Destroy after 1 year.

30-1c Dining Facility Acct Review Files (84)  
COFF 31 Dec 84, DEST Jan 86

30-1d

Dining facility operations files.

**KEYWORDS:**

Documents pertaining to operating the dining facility. Included are cooks' worksheets; headcount records; inventory, and similar information. Not included are meal card management records, for which see file number 600-38a.

Active Army: Destroy after 6 months.

30-1d Dining Facility Opns Files (84)  
COFF 31 Dec 84, Dest Jul 85

Reserve Components: Destroy after 1 year.

30-1d Dining Facility Opns Files (84)  
COFF 31 Dec 84, DEST Jan 86

30-16a

Unsatisfactory subsistence files.

**KEYWORDS:**

Documents on reporting of subsistence which is discovered to be unsatisfactory for its intended use. Included are DA Form 1608-R, Unsatisfactory Material Report, or similar forms; coordination with veterinarians and Troop Issue Subsistence Activity; letters or other narrative reports, and similar documents.

Destroy after 1 year.

30-16a Unsatisfactory Subsistence Files (84)  
COFF 31 Dec 84, DEST Jan 86

30-18a

Field ration requisition, issue, and delivery files.

**KEYWORDS:**

Documents relating to the issue, such as subsistence reports and field ration requests; issue and turn-in slips not used for receipt of cash; delivery tickets; machine printouts; certificates of donation; and status of ration accounts.

**Issue activities: Destroy after 2 years.**

30-18a Fld Ration Rqn, Issue, Delivery (84) Files COFF 31 Dec 84, DEST Jan 87
---

**Dining facilities:**

a. Active Army: Destroy after 6 months.

30-18a Fld Ration, Rqn, Issue, Delivery (84) Files (July - December) COFF 31 Dec 84, DEST Jul 85
--

b. Reserve Components: Destroy after 1 year.

30-18a Fld Ration, Rqn, Issue, Delivery (84) Files COFF 31 Dec 84, DEST Jan 86
--

37: FINANCIAL ADMINISTRATION

Prescribing Directive(s):

- AR 37-2 Distribution of Funds and Fund Documentation
- AR 37-101 Organization and Functions of Finance and Accounting Offices
- AR 37-101-1 Field Organization and Operating Instructions under the Joint Uniform Military Pay System - Army (JUMPS-Army)
- AR 37-103 Finance and Accounting for Installations - Disbursing Operations
- AR 37-104-3 Military Pay and Allowances Procedures, Joint Uniform Military Pay System (JUMPS-ARMY)

These records concern policies, procedures, direction, and supervision of financial functions, including budgeting, accounting, funding, entitlement, pay, expenditures, and related reporting.

Number                      Description and Disposition

37

GENERAL FINANCIAL ADMINISTRATION CORRESPONDENCE FILES.

KEYWORDS:

Use this number for --

- a. General correspondence relating to financial administration that cannot logically be filed with the detailed records listed below: Destroy after 2 years.

37 General Financial Correspondence (FY84)  
COFF 30 Sep 84, DEST Oct 86

- b. Documents relating to financial administration that are received for information only, on which no action is required: Destroy when no longer needed for current operations.

37 General Financial Correspondence -  
Non-action Documents  
DEST when no longer needed for current  
operations

37-2a

Office financial files.

KEYWORDS:

Documents that relate to spending. Included are itineraries and travel estimates, and requests for travel funds; requests for long-distance telephone call funds; notices of available funds, and reports of funds used.

Destroy after 1 year.

37-2a Office Financial Files (FY84)  
COFF 30 Sep 84, DEST Oct 85

37-101a

Signature card files.

KEYWORDS:

These identify signatures of certifying officers who certify vouchers. Included are signature cards and related documents.

Destroy 3 years after revocation of designation.

37-101a Signature Card Files  
ACTIVE. PIF on revocation of designation

37-101a Signature Card Files (FY84)  
INACTIVE. COFF 30 Sep 84, Trf RHA  
Oct 86, DEST Oct 87

37-101-1a

Transmittal letter files.

KEYWORDS:

Copies of transmittal letters used for forwarding allotment forms and similar documents.

Destroy after 6 months.

37-101-1a Transmittal Letter Files (FY84)  
(April - September)  
COFF 30 Sep 84, DEST Mar 85

37-101-1e

Miscellaneous military pay voucher files.

KEYWORDS:

Documents relating to the general administration of the military pay voucher system. Due to their general nature, they are not filed in the Personal Financial Record. Included are copies of Laundry/Dry Cleaning Roster and Statement; orders; finance checklists; and similar payroll suspense documents.

Destroy after 1 year, or earlier if they have served their purpose.

37-101-1e Misc MPV Files (FY84)  
COFF 30 Sep 84, DEST Oct 85

37-103a

Collection voucher files.

KEYWORDS:

Copies of documents sent to disbursing officers by sales officers and other officials who are authorized to accept amounts due the United States from individuals, organizations, or government agencies. Included are deposit reports; collection report for sales of services and supplies (other than subsistence); sales accounts of public property sold at public auction or on sealed proposals; schedule of collections, and comparable information. Not included are files accumulated by fiscal officers.

Destroy after 3 years, except that when these documents are part of accounts or files described elsewhere, dispose of them in the same way as those accounts or files.

37-103a Collection Voucher Files (FY84)  
COFF 30 Sep 84, Trf RHA Oct 86,  
DEST Oct 87

37-104-3a

Personal financial record files.

KEYWORDS:

PRIVACY ACT: A0305.10aDACA and A0305.10bDACA

A personal financial record is maintained for each military member on active duty, except for personnel serving in a status of 6 months or less active duty for training. (For this latter category, a FDRF will be maintained as prescribed by AR 37-104-3). Filing instructions for documents that constitute the PFR are prescribed by AR 37-104-3.

Destroy on separation or retirement of individual after final payment is made.

37-104-3a PFR Files  
DEST on separation or retirement after  
final payment

40: MEDICAL SERVICES

Prescribing Directive(s):

AR 40-66 Medical Record and Quality Assurance Administration

These records concern the administration and operation of Army medical treatment facilities; medical, dental, and veterinary care; and medical, dental, and veterinary equipment and supplies.

Number      Description and Disposition

40      GENERAL MEDICAL SERVICES CORRESPONDENCE FILES.

KEYWORDS:

Use this number for --

a. General correspondence relating to medical services that cannot logically be filed with the detailed records listed below: Destroy after 2 years.

40 General Med Svc Correspondence (84) COFF 31 Dec 84, DEST Jan 87
---

b. Documents relating to medical services that are received for information only, on which no action is required: Destroy when no longer needed for current operations!

40 Gen Med Svc Correspondence - Non-Action Documents DEST when no longer needed for current operations
---

40-66a

Health record files.

KEYWORDS:

Health Record Jackets of Reserve Component members that are maintained by the unit of assignment.

Disposition is governed by AR 40-66.

40-66a Health Record Files Dispose of IAW AR 40-66
---

40-66b

Dental health record files.

**KEYWORDS:**

PRIVACY ACT: A0917.01aDASC

Documents reflecting dental treatment for Reserve Component personnel. Included are dental health records and corresponding x-rays for each individual.

Permanent. Transfer and disposition will be in accordance with AR 40-66.

40-66b Dental Health Record Files  
Dispose of IAW AR 40-66

58: MOTOR TRANSPORTATION

Prescribing Directive(s):

AR 58-1 Management, Acquisition, and Use of Administrative Use Motor Vehicles

These records concern the administration, registration, operation, and management of motor vehicles and motor pools.

Number      Description and Disposition

58      GENERAL MOTOR TRANSPORTATION CORRESPONDENCE FILES.

KEYWORDS:

Use this number for --

a. General correspondence relating to motor transportation that cannot logically be filed with the de-tailed records listed below: Destroy after 2 years.

58 General Motor Trans Corres. (84)  
COFF 31 Dec 84, DEST Jan 87

b. Documents relating to motor transportation that are received for information only, on which no action is required: Destroy when no longer needed for current operations.

58 General Motor Trans Correspondence --  
Non-Action Documents  
DEST when no longer needed for current  
operations

58-1a

Dispatcher organizational control record files.

**KEYWORDS:**

Documents used to reflect the dispatch of equipment. Normal information includes name of user, time out, destination, equipment identification, and estimated time of return.

Destroy after 1 month.

58-1a Dispatcher Control Records (84)

(January)

COFF 31 Jan 84, DEST Mar 84

58-1b

Equipment daily use files.

**KEYWORDS:**

Documents completed by dispatcher and operator to provide information on the daily use of equipment. **Note:** This number is used when the equipment logbook is not used.

Destroy after required transfer of information to other records unless required for accident investigation or state gasoline tax purposes.

58-1b Equipment Daily Use Files

DEST on transfer to other records

65: POSTAL SERVICE

Prescribing Directive(s):

Mail and postal matters at the unit level are prescribed by DOD Postal Manual 4525.6-N, Vol. II, "Mail Handling and Delivery Procedures for Mail Rooms and Postal Service Centers"; however, for consistency of numbering within MARKS, they are identified here with the related AR 65-series on Postal Service.

These records concern policies, procedures, and instructions on Army postal service, including postal finance services; transmission systems for mail; unit mail service; postal supplies and equipment; and postal reports and records.

Number                      Description and Disposition

65                      GENERAL POSTAL SERVICE CORRESPONDENCE FILES.

KEYWORDS:

Use this number for --

a. General correspondence relating to postal service that cannot logically be filed with the detailed records listed below: Destroy after 2 years.

65 General Postal Svc Correspondence (84)  
COFF 31 Dec 84, DEST Jan 87

b. Documents relating to postal service that are received for information only, on which no action is required: Destroy when no longer needed for current operations.

65 General Postal Svc Correspondence -  
Non-Action Documents  
DEST when no longer needed for current  
operations

65a

Postal personnel designation files.  
KEYWORDS:

PRIVACY ACT: A1108.05aDAAC

Documents designating military postal clerks, custodians of postal effects, and unit mail clerks. Included are designating and relieving documents, oaths of office and appointment affidavits, and related information.

Destroy 3 years after termination of designation.

65a Postal Pers Designation Files ACTIVE. PIF on termination of designation
--

65a Postal Pers Designation Files (84) COFF 31 Dec 84, Trf RHA Jan 87, DEST Jan 88
--

65b

Postal loss and shortage files.

KEYWORDS:

Documents that record, report, and investigate losses and shortages of stamps, stamped paper, and funds from their sale; losses or shortages of money order forms or funds; and losses or destruction of mail, including delay, accident or loss through theft or rifling; message reports with facts about the loss or shortage; investigation progress reports; records of postal claims; records of lost or rifled mail; and related information.

Destroy 1 year after completion of investigation.

65b Postal Loss and Shortage Files ACTIVE. PIF on completion of investigation.
---

65b Postal Loss and Shortage Files (84) INACTIVE. COFF 31 Dec 84, DEST Jan 86
--

65c

Unit mailroom inspection files.

KEYWORDS:

Documents relating to inspections of mailroom operations. Included are DA Form 4783 (Unit Mail Service Inspection Checklist, similar forms, and related documents).

Destroy after 1 year.

65c Unit Mailroom Inspection Files (84) COFF 31 Dec 84, DEST Jan 86
--

65d

Postal directory source files.

KEYWORDS:

Documents used to prepare and maintain postal directory cards. Included are copies of orders, memorandums, admission/disposition sheets, and similar information.

Destroy after posting to the locator cards.

65d Postal Directory Source Files  
DEST after posting to locator cards

65e

Postal directory files.

KEYWORDS:

PRIVACY ACT: A1108.16aDAAG

Information used to maintain a locator system to facilitate mail delivery to individuals. Included are locator records and file inspection records.

An inactive file will not be established. Withdraw and destroy locator cards 1 year after transfer, departure, or separation of related individuals, except that cards on trainees at Army training facilities, patients at hospitals, and students at service schools will be withdrawn and destroyed 3 months after departure. Destroy inspection record 1 year after card is filled.

65e Postal Directory Files  
(PERMANENT PARTY)

Withdraw and destroy 1 year after departure of individual

65e Postal Directory Files  
(INSPECTION RECORD)

ACTIVE. PIF when card is filled.

65e Postal Directory Files  
(STUDENT DETACHMENT)

Withdraw and destroy 3 months after departure of individual

65e Postal Directory Files  
(INSPECTION RECORD)

INACTIVE. COFF 31 Dec 84, DEST Jan 86

65f

Standing delivery order files.

KEYWORDS:

PRIVACY ACT: A1108.18DAAG

Documents that authorize representatives to pick up mail on a continuing basis. Included are standing delivery order forms or comparable forms used for the same purpose.

Destroy 3 years after revocation of authorization.

65f Standing Delivery Order Files  
ACTIVE. PIF on revocation of authori-  
zation

65f Standing Delivery Order Files (84)  
INACTIVE. COFF 31 Dec 84, Trf RHA  
Jan 87, DEST Jan 88

65g

Unit mailroom accountable mail receipt files.

KEYWORDS:

Documents reflecting the receipt of registered, certified, and numbered insured mail. Included are DD Form 434 (Record of Accountable Mail); USPS Form 3883 (Firm Delivery Book Record - Registered, Certified, and Numbered Insured); USPS Form 3813 (Receipt for Insured Mail); USPS Form 3806 (Window Registration Book); USPS Form 3877 (Firm Mailing Book), and similar records.

Destroy after 3 years.

65g Unit Mailroom Accountable Mail (84)  
Receipt Files  
COFF 31 Dec 84, Trf RHA Jan 87, DEST  
Jan 88

65h

Mail call and hours of collection files.

KEYWORDS:

Documents relating to hours of mail collection and dispatch. Included are mail call forms, hours of collection forms, and related information.

Destroy when obsolete or when intended purpose has been served.

65h Mail Call/Hours of Collection Files  
DEST when obsolete or when intended pur-  
pose has been served

651

Unit mail clerk receipt files.

KEYWORDS:

Documents used by unit mail clerks to show receipt for funds for money orders, stamps, and envelopes when it is impractical for individuals to make purchases personally. Included are unit mail clerk's receipt for funds and purchase record forms or comparable forms used for the same purpose.

Destroy after 2 years.

651 Unit Mail Clerk Receipt Files (84)  
COFF 31 Dec 84, DEST Jan 87

65j

Postal lockbox assignment files.

KEYWORDS:

Documents used to record assignment of individual postal lockboxes.

Place in inactive file upon termination of assignment. Destroy upon reassignment of lockbox.

65j Postal Lockbox Assignment Files  
ACTIVE. PIF on termination of asgmt

65j Postal Lockbox Assignment Files  
INACTIVE. DEST on reasgmt of lockbox

65k

Mail distribution scheme files.

KEYWORDS:

Mail distribution schemes and data listing Army post offices which serve units and organizations.

Publishing headquarters: Destroy in CFA 5 years after supersession or obsolescence.

65k Mail Distribution Scheme Files  
ACTIVE. PIF on supersession or obso-  
lescence

65k Mail Distribution Scheme Files  
ACTIVE. PIF on supersession or obso-  
lescence

Postal activities: Destroy on receipt of revised distribution data.

65k Mail Distribution Scheme Files  
DEST on receipt of revision

65m

Mail routing guide files.

**KEYWORDS:**

Documents prepared to facilitate mail delivery, reduce routing errors, and to aid in training new routing clerks. Included are cards, manuals, indexes, and similar papers used as mail routing guides.

Destroy on supersession or obsolescence, except that background papers relating to the guide will be destroyed after 2 years.

65m Mail Routing Guide Files  
DEST on supersession or obsolescence

65m Mail Routing Guide Files (84)  
(Background papers)  
COFF 31 Dec 84, DEST Jan 87

65n

Mail key control files.

**KEYWORDS:**

Forms indicating the serial number of each rotary and LA key issued by custodians of postal effects to responsible individuals; date of receipt; current location, and signature of responsible individual.

Destroy after all keys listed have been returned to the Custodian of Postal Effects (COPE).

65n Mail Key Control Files  
DEST on return of all keys to COPE

65p

Delivery service control files.

**KEYWORDS:**

Records of receipt and routing of items delivered to unit mailrooms by private delivery companies.

Destroy after 1 year.

65p Delivery Svc Control Files (84)  
COFF 31 Dec 84, DEST Jan 86

65q

Postal activity reporting files.

**KEYWORDS:**

Reports containing data on postal activity. Included are reports pertaining to the Military Automated Mail Accounting System (MAMAS), Postal Activity Reporting System (PARS), and related information.

**Destroy after 2 years.**

65q Postal Activity Reporting Files (84)  
COFF 31 Dec 84, DEST Jan 87

75: EXPLOSIVES

Prescribing Directive(s):

AR 75-15 Responsibilities and Procedures for Explosive Ordnance Disposal

These records concern responsibilities and procedures in connection with use, safety, and disposition of explosives, and explosive ordnance disposal activities.

Number                      Description and Disposition

75

GENERAL EXPLOSIVES CORRESPONDENCE FILES.

KEYWORDS:

Use this number for --

- a. General correspondence relating to explosives that cannot logically be filed with the detailed records listed below: Destroy after 2 years.

75 General Explosives Correspondence (84)  
COFF 31 Dec 84, DEST Jan 87

- b. Documents relating to explosives that are received for information only, on which no action is required: Destroy when no longer needed for current operations.

75 General Explosives Correspondence --  
Non-Action Documents  
DEST when no longer needed for current  
operations

75-15a

Explosive ordnance incident reporting.

**KEYWORDS:**

Reports on notifications; requests for assistance; action taken concerning explosive ordnance that constitutes a potential hazard to operations, installations, personnel, or materiel; and assistance provided to civil authorities on disposal of non-military, commercial-type explosives, chemicals, or other dangerous articles. Included are reconnaissance reports, explosive ordnance incident reports, supporting documents, and related information.

**EOD Control Detachments: Destroy after 6 years.**

75-15a Explosive Ord. Reporting (84)  
COFF 31 Dec 84, Trf RHA Jan 87,  
DEST Jan 91

**Other offices: Destroy after 2 years.**

75-15a Explosive Ord. Reporting (84)  
COFF 31 Dec 84, DEST Jan 87

75-15b

Explosive Ordnance Disposal (EOD) activity reporting files.

**KEYWORDS:**

Reports reflecting summaries of EOD activities and workload status used in planning, programming, and revising EOD activities. Included are activity reports and related information.

**EOD staff offices: Destroy after 6 years.**

75-15b EOD Activity Report Files (84)  
COFF 31 Dec 84, Trf RHA Jan 87,  
DEST Jan 91

**Other offices: Destroy after 2 years.**

75-15b EOD Activity Report Files (84)  
COFF 31 Dec 84, DEST Jan 87

95: AVIATION

Prescribing Directive(s):

AR 95-1 Army Aviation: General Provisions and Flight Regulations  
AR 95-33 Army Aircraft Inventory, Status, and Flying Time (NCS: CSCLD-1837(R1))

These records concern Army flight regulations and operations; military aircraft identification and security control; Army aviator flying proficiency and instrument qualification, ratings, logging of flying time, and records; investigation of flight violations; flight information and navigational aids; airfields and heliports; techniques, procedures, and personal qualifications involved in flight training. Records pertaining to aircraft and aircraft materiel as items of equipment or supply are in the 700 series; records on aircraft accident reporting are in the 385 series.

Description and Disposition

Number

95 GENERAL AVIATION CORRESPONDENCE FILES.

KEYWORDS:

Use this number for ---

- a. General correspondence relating to aviation that cannot logically be filed with the detailed records listed below: Destroy after 2 years.

95 General Aviation Correspondence (84)  
COFF 31 Dec 84, DEST Jan 87

- b. Documents relating to aviation that are received for information only, on which no action is required: Destroy when no longer needed for current operations.

95 General Aviation Correspondence -  
Non-Action Documents  
DEST when no longer needed for current operations

95-1a

Individual flight record files.

KEYWORDS:

PRIVACY ACT: A1111-01aDAPC

Documents that record the experience of individuals piloting Army aircraft. Included are individual flight orders; aeronautical rating orders; flying status orders; qualification records; reports of annual physicals, and related information.

Forward with MPRJ on reassignment, change of duty status, retirement, discharge or death of individual.

95-1a Individual Flight Record Files  
Forward with MPRJ

95-1b

Flight examination files.

KEYWORDS:

Documents accumulated in connection with the annual examination of Army aviators. Included are applications for instrument cards, instrument examiner's flight examination records, annual written examination administrative records, and related information.

Destroy after 2 years.

95-1b Flight Examination Files (84)  
COFF 31 Dec 84, DEST Jan 87

95-1d

Flight information files.

KEYWORDS:

Documents relating to monitoring, collecting evaluating, editing, and disseminating flight information to appropriate civilian and military agencies. Included are proposed instrument approach; procedures, notices to airmen, reports of Army airfield flight information, notices of errors and changes in facilities and navigation aids, communications relating to flight information, copies of the published flight information and related information.

Destroy 2 years after supersession or obsolescence.

95-1d Flight Information Files  
ACTIVE. PIF on supersession or  
obsolescence.

95-1d Flight Information Files . (84)  
INACTIVE. COFF 31 Dec 84, DEST Jan 87

95-1e

Aircraft operations files.

KEYWORDS:

Documents relating to dispatch, clearance, and control of aircraft and the supervision of clearance and normal servicing facilities for locally based and transit aircraft. Included are departure logs; schedules reflecting takeoff time, destination, passenger manifest, and similar data; requests for and cancellation of flights, and related information.

Destroy after 2 years.

95-1e Aircraft Operations Files (84)  
COFF 31 Dec 84, DEST Jan 87

95-33a

Army aircraft inventory, status, and flying time reporting files.

**KEYWORDS:**

Documents accumulated in Army organizations as a result of reporting data to higher headquarters on aircraft held on an accountable basis. They consist of such reports as DA Form 1352, Army Aircraft Inventory, Status, and Flying Time, comparable forms, proof listings, transmittal listings, and related information.

**Destroy after 1 year.**

95-33a Army Acft Inventory, Status (84)  
and Flying Time Report Files  
COFF 31 Dec 84, DEST Jan 86

105: COMMUNICATIONS-ELECTRONICS

Prescribing Directive(s):

AR 105-1 Telecommunications Management  
AR 105-24 Radio Frequency and Call Sign Assignments for US Army Communications-Electronics Activities

Note: Radio efficiency reporting files (number 105-24b, below) are prescribed by DOD Instruction 4850.1; however, for consistency of numbering within MARKS, they are identified here with related radio frequency records under AR 105-24.

These records concern testing and operation of communications and electronics systems, such as radio, telephone, teletypewriter, and radar.

Number                      Description and Disposition

105                      GENERAL COMMUNICATIONS-ELECTRONICS CORRESPONDENCE FILES.

KEYWORDS:

Use this number for ---

- a. General correspondence relating to communications-electronics that cannot logically be filed with the detailed records listed below: Destroy after 2 years.

105 General C-E Correspondence Files (84)  
COFF 31 Dec 84, DEST Jan 87

- b. Documents relating to communications-electronics that are received for information only, on which no action is required: Destroy when no longer needed for current operations.

105 General C-E Correspondence Files -  
Non-Action Documents  
DEST when no longer needed for current  
operations

105-1a

Office message reference files.

**KEYWORDS:**

Incoming and outgoing messages in numerical or date order for reference purposes in offices other than signal communications centers and official mail rooms. Official copies of messages must be filed in the office's MARKS files.

Destroy after 1 year.

105-1a Office Message Ref Files (84)  
COFF 31 Dec 84, DEST Jan 86

105-24a

Radio frequency files.

**KEYWORDS:**

Documents concerning the authorizing, allocating, assigning, and use of radio frequencies and call signs.

Correspondence relating to concurrence of Federal Communications Commission: Destroy after 1 year.

105-24a Radio Frequency Files - (84)  
FCC Concurrence  
COFF 31 Dec 84, DEST Jan 86

Other documents: Destroy on supersession, cancellation, or on discontinuance of the assignment or use.

105-24a Radio Frequency Files - Other  
DEST when superseded, cancelled, or on  
discontinuance of asgmt or use

105-24b

Radio efficiency reporting files.

**KEYWORDS:**

Reports of communications efficiency and data such as time lost because of poor operating conditions; equipment adjustment operations; errors; scheduled maintenance of equipment; summary of frequencies used; radio circuit efficiency reports; circuit operational summaries, and similar information.

Destroy after 6 months.

105-24b Radio Efficiency Reports (84)  
(July - December)

COFF 31 Dec 84, DEST Jul 85

10

140: ARMY RESERVE

Prescribing Directive(s):

AR 140-111 Enlistment and Reenlistment  
AR 140-158 Enlisted Personnel Classification, Promotion, and Reduction  
AR 140-185 Training and Retirement Point Credits and Unit Level Strength Accounting

These records concern the mission, organization, administration, and training of the US Army Reserve, including but not limited to facilities, management, and separation of USAR personnel.

Number                      Description and Disposition

140                      GENERAL ARMY RESERVE CORRESPONDENCE FILES.

KEYWORDS:

Use this number for --

a. General correspondence relating to Army Reserve that cannot logically be filed with the detailed records listed below: Destroy after 2 years.

140 General Army Reserve Corres. (84)  
COFF 31 Dec 84, DEST Jan 87

b. Documents relating to Army Reserve that are received for information only, on which no action is required: Destroy when no longer needed for current operations.

140 General Army Reserve Corres. -  
Non-Action Documents  
DEST when no longer needed for current  
operations

140-111a

Waiting list files.

**KEYWORDS:**

Documents with names of applicants for membership in a reserve unit, and related personnel data. Included are bound notebooks and related documents.

Destroy 2 years after last name has been deleted.

140-111a Waiting List Files  
ACTIVE. PIF on deletion of last name.

140-111a Waiting List Files (84)  
COFF 31 Dec 84, DEST Jan 87

140-158a

MOS classification correspondence files.

**KEYWORDS:**

Copies of proceedings convened to evaluate or reevaluate enlisted personnel of the Army Reserve and to decide action to be taken. Examples are reclassification, reassignment, reduction, or discharge because of mental or physical instability, inefficiency, or other reasons.

Destroy after 2 years.

140-158a MOS Classification Corres.(84)  
COFF 31 Dec 84, DEST Jan 87

140-158b

Enlisted promotion files.

**KEYWORDS:**

Documents related to considering enlisted personnel for promotion. Included are approved and disapproved requests; orders; promotion lists, and related information.

Destroy on promotion of individual; forward with MPRJ on change of MPRJ custodian.

140-158b Enlisted Promotion Files  
DEST on promotion; fwd w/MPRJ on change  
of MPRJ custodian

140-185a

Reserve unit attendance record set.

**KEYWORDS:**

Attendance records of members of Reserve Component units and activities during training or drill periods. Included are original DA Forms 1379 and supporting documents. Any data on the attendance reference copy that is vital to determining retirement point credits will be entered on the DA Form 1379. The form should be folded and placed in letter-size folders.

**Destroy after 100 years.** (Special retirement instructions: Cut off yearly and transfer to organization assigned by the CONUSA commander or major oversea commander; hold 1 year, then retire to RCPAC, 9700 Page Blvd., St. Louis, MO 63132.)

140-185a Attendance Record Set (84)  
COFF 31 Dec 84, Trf CONUSA Jan 85,  
Ret RCPAC Jan 86, DEST Jan 2085

140-185b

Reserve unit attendance reference set.

**KEYWORDS:**

Documents used as worksheets and reference when the original attendance record is not available within the unit. Included are carbon copies of DA Form 1379; DA Form 1380; and related information. Data entered on these documents which are vital to determining retirement point credits will be posted to the original DA Form 1379 and maintained under this number.

**Destroy after 1 year.**

140-185b Attendance Reference Set (84)  
COFF 31 Dec 84, DEST Jan 86

145: RESERVE OFFICER TRAINING CORPS (ROTC)

Prescribing Directive(s):

AR 145-1 Senior ROTC Program Organization, Administration, and Training

These records concern functions, responsibilities, organization, and procedures in the administration of the Army ROTC program.

Number                      Description and Disposition

145                      GENERAL ROTC CORRESPONDENCE FILES.

KEYWORDS:

Use this number for --

- a. General correspondence relating to ROTC that cannot logically be filed with the detailed records listed below: Destroy after 2 years.

145 General ROTC Correspondence (84)  
COFF 31 Dec 84, DEST Jan 87

- b. Documents relating to ROTC that are received for information only, on which no action is required: Destroy when no longer needed for current operations.

145 General ROTC Admin Correspondence ---  
Non-Action Documents  
DEST when no longer needed for current  
operations

145-1a

ROTC enrollment reporting files.

KEYWORDS:

Documents relating to ROTC enrollment data reported to TRADOC. Included are forms, consolidated reports, and related information.

Destroy after 3 years.

145-1a ROTC Enrollment Report Files (84)  
COFF 31 Dec 84, Trf RHA Jan 87, DEST  
Jan 88

145-1b

ROTC camp files.

KEYWORDS:

Documents dealing with operation and administration of annual camp training of ROTC students.

Destroy 1 year after completion of subsequent camp.

145-1b ROTC Camp Files

ACTIVE. PIF on completion of subsequent camp

145-1b ROTC Camp Files (84)  
INACTIVE. COFF 31 Dec 84, DEST Jan 86

145-1c

ROTC cadet record files.

KEYWORDS:

PRIVACY ACT: A0703.04aDAPC

TRADOC Form 476, ROTC Cadet Record, reflecting data on enrollment, training, and disposition of ROTC cadets. These files are not needed for institutional purposes after the student leaves or after the unit is withdrawn.

Destroy in CFA 5 years after cadet terminates enrollment in ROTC, or 5 years after withdrawal of unit from the institution. If cadet transfers to another ROTC institution, transfer record to the gaining institution on request as provided in AR 145-1.

145-1c ROTC Cadet Record Files

ACTIVE. PIF on termination of enrollment

145-1c ROTC Cadet Record Files (84)  
INACTIVE. COFF 31 Dec 84, DEST Jan 90

145-1d

ROTC cadet MPRJ files.

KEYWORDS:

PRIVACY ACT: A0703.04aDAPC

Documents relating to ROTC cadets. These documents are filed in the DA Form 201 (MPRJ). Included in each MPRJ are the record of military status of the registrant; Armed Forces Security Questionnaire; acknowledgement of understanding of service requirement; ROTC graduate branch selection record; report of medical examination; photographs; letters of commendation, and similar information. Note: ROTC Cadet Records (TRADOC Forms 476) are maintained under number 145-1c.

Forward MPRJ to first assigned organization, appropriate area commander, or RCPAC, as indicated in AR 145-1 (after withdrawing those documents which are not to be forwarded in MPRJ, and filing them under number 145-1e).

145-1d ROTC Cadet MPRJ Files

Fwd to first assigned organization on appointment in USAR

145-1e

ROTC separated cadet files.

KEYWORDS:

PRIVACY ACT: A0703.04aDAPC

Documents are maintained in manila folders. In each former cadet's file are the Armed Forces Security Questionnaire; deferment agreement; ROTC graduate branch selection record; report of medical examination; photographs; and letters of commendation. Note: ROTC Cadet Records (TRADOC Forms 476) are maintained under number 145-1c.

Destroy after 1 year, or on withdrawal of unit from ROTC program.

145-1e ROTC Separated Cadet Files (84)  
COFF 31 Dec 84, DEST Jan 86

145-1f

ROTC screening test answer sheet files.

KEYWORDS:

Documents related to administering the General Screening Test or ROTC Qualifying Examination. Included are scored answer sheets and related documents.

Destroy after 3 months.

145-1f ROTC Screening Test Answer (84)  
Sheet Files (Oct - Dec)  
COFF 31 Dec 84, DEST Apr 85

145-1g

ROTC unit pay and allowance files.

KEYWORDS:

Files created under the military pay record system. Included are organizational payrolls created by a unit, such as papers used in preparing vouchers pertaining to pay, travel, or other allowances; vouchers, copies of which have been sent to the disbursing officer for payment; and similar information.

Destroy after 3 years.

145-1g ROTC Unit Pay/Alws Files (84)  
COFF 31 Dec 84, Trf RHA Jan 87, DEST  
Jan 88

145-1h

ROTC military property files. RESCINDED. Use property accounting numbers in the 710- and 735-series of records.

145-11

ROTC cadet evaluation reporting files.

KEYWORDS:

PRIVACY ACT: A0703.04aDAPC

Cadet evaluations prepared by Professors of Military Science and commanders prior to graduation. Included are evaluation reports and related documents.

Destroy 2 years after graduation, or forward to higher command when requested.

145-11 ROTC Cadet Evaluation Reporting

Files

ACTIVE. PIF on graduation

145-11 ROTC Cadet Evaluation Report- (84)

ing Files

INACTIVE. COFF 31 Dec 84, DEST Jan 87

145-1j

ROTC commutation of uniform files. Rescinded -- use number 700-84b.

190: MILITARY POLICE

Prescribing Directive(s):

AR 190-13 The Army Physical Security Program  
AR 190-40 Serious Incident Report  
AR 190-45 Records and Forms

These records concern enforcement of military discipline; physical security; traffic control; control over firearms and dangerous weapons; and apprehension, restraint, confinement, administration, sentences, parole, restoration, and disposition of prisoners.

Number                      Description and Disposition

190                      GENERAL MILITARY POLICE CORRESPONDENCE FILES.

KEYWORDS:

Use this number for ---

a. General correspondence relating to military police that cannot logically be filed with the detailed records listed below: Destroy after 2 years.

190 General MP Correspondence (84)  
COFF 31 Dec 84, DEST Jan 87

b. Documents relating to military police that are received for information only, on which no action is required: Destroy when no longer needed for current operations.

190 General MP Correspondence --  
Non-Action Documents  
DEST when no longer needed for current  
operations

190-13a

Guard reporting files.

KEYWORDS:

Copies of DA Form 904 (Guard Report).

Destroy after 1 year.

190-13a Guard Reporting Files (84)  
COFF 31 Dec 84, DEST Jan 86

190-13b

Gate guard files.

KEYWORDS:

Documents relating to measures taken to guard government facilities and military prisoners (US Armed Forces personnel). Included are assignment sheets; gun registers; registers reflecting movement of personnel or vehicles into or out of Government facilities; package passes; routine or negative reports; and similar information.

Destroy after 6 months.

190-13b Gate Guard Files (Jul-Dec) (84)  
COFF 31 Dec 84, DEST Jul 85

190-40a

Serious incident reporting files.

KEYWORDS:

PRIVACY ACT: A0508.24aDAPE

Reports of serious incidents which may embarrass or be of concern to DA or DOD. Included are initial, supplemental, terminal, and special interest follow-up reports, and related information.

Destroy 1 year after completion or receipt of final report.

190-40a Serious Incident Reports  
ACTIVE. PIF on receipt of final report

190-40a Serious Incident Reports (84)  
INACTIVE. COFF 31 Dec 84, DEST Jan 86

190-45d

Loss, theft, and recovery of firearms files.

KEYWORDS:

Reports on the loss, theft, and recovery of firearms, ammunition, and related items.

Destroy 1 year after recovery, or after 5 years, whichever is first. Keep in CFA.

190-45d Loss, Theft, Recovery of Fire-  
arms Files  
ACTIVE. PIF on recovery of item

190-45d Loss, Theft, Recovery of (84)  
Firearms Files  
INACTIVE. COFF 31 Dec 84, DEST Jan 86

(or)

190-45d Loss, Theft, Recovery of Fire-  
arms Files  
DEST after 5 years

210: INSTALLATIONS

Prescribing Directive(s):

AR 210-10 Installation Administration  
AR 210-130 Laundry and Dry Cleaning Operations

These records concern installation clearance procedures for departing personnel, and the use by organizations and units of installation laundry and dry cleaning facilities.

Number                      Description and Disposition

210                      GENERAL INSTALLATIONS CORRESPONDENCE FILES.

KEYWORDS:

Use this number for ---

- a. General correspondence relating to installations that cannot logically be filed with the detailed records listed below: Destroy after 2 years.

210 General Install Correspondence (84)  
COFF 31 Dec 84, DEST Jan 87

- b. Documents relating to installations that are received for information only, on which no action is required: Destroy when no longer needed for current operations.

210 General Install Correspondence --  
Non-Action Documents  
DEST when no longer needed for current  
operations

210-10a

Departure clearance files.

KEYWORDS:

PRIVACY ACT: A0706.02DAAG

Documents of clearance procedures for departing soldiers. Included are clearance certificates, checklists, and related information.

Destroy after 1 year.

210-10a Departure Clearance Files (84)  
COFF 31 Dec 84, DEST Jan 86

210-130a

Unit and organizational laundry and dry cleaning files.

KEYWORDS:

PRIVACY ACT: A1427.01aDALO

Documents relating to laundry and dry cleaning service for unit members. Included are laundry and dry cleaning lists and related documents.

Destroy after 1 year.

210-130a Ldry/Dry Cleaning Files (84) COFF 31 Dec 84, DEST Jan 86
--

220: FIELD ORGANIZATIONS

Prescribing Directive(s):

AR 220-1 Unit Status Reporting  
AR 220-15 Journals and Journal Files  
AR 220-45 Duty Rosters

Note: Personnel Readiness Files (number 220-1b, below) are prescribed by FORSCOM Mobilization and Deployment Planning System (FORMDEPS); however, for consistency of numbering within MARKS, they are identified here with related unit readiness records under AR 220-1.

These records concern actions affecting field units such as movement, training, mission readiness, and unit documents (rosters and journals).

Number                      Description and Disposition

220                      GENERAL FIELD ORGANIZATIONS CORRESPONDENCE FILES.

KEYWORDS:

Use this number for ---

- a. General correspondence relating to field organizations that cannot logically be filed with the detailed records listed below: Destroy after 2 years.

220 General Fld Orgn Correspondence (84)  
COFF 31 Dec 84, DEST Jan 87

- b. Documents relating to field organizations that are received for information only, on which no action is required: Destroy when no longer needed for current operations.

220 General Fld Orgn Correspondence ---  
Non-Action Documents  
DEST when no longer needed for current operations

220-1a

Unit status reporting files.

**KEYWORDS:**

Documents relating to the status and actual readiness conditions of an organization. Included are individual and consolidated unit readiness reports; personnel status reports; logistic readiness reports; papers concerning the actual readiness of the organization; and related information.

**Destroy after 2 years. Exception:** Materiel Condition Status Reports --

- a. Active Army: Destroy after 6 months.
- b. Reserve Components: Destroy after 1 year.

220-1a Unit Status Report Files (84)  
COFF 31 Dec 84, DEST Jan 87

220-1a Materiel Condition Status (84)  
Reports (Jul - Dec)  
COFF 31 Dec 84, DEST Jul 85

220-1a Materiel Condition Status (84)  
Reports  
COFF 31 Dec 84, DEST Jan 86

220-1b

Personnel readiness files.

**KEYWORDS:**

Documents of personal information on soldiers subject to rapid deployment in support of contingency plans. Included are checklists, change of address card, record of emergency data, bailment agreement, application for storage, transportation and shipment of personal effects, application for BAQ, and related information.

Transfer with MPRJ IAW AR 640-10; destroy when superseded, obsolete, or on separation.

220-1b Personnel Readiness Files  
Trf w/MPRJ; DEST when superseded, obsolete, or on separation

220-15a

Daily Journal, Staff Journal, and Tactical Operations Center (TOC) log files.

**KEYWORDS:**

Documents reflecting a chronological record of events affecting a headquarters, a TOC, or an organization during a given period of time. Included are journals and logs, and documents necessary to support entries thereon, such as copies of orders, periodic reports of a unit and its subordinate, higher, and lateral units, personnel reports, ammunition expenditure charts, other statistical data, and similar information. Excluded are daily activity reports described in 220-45a and 220-45b below. Note: Related records are identified in numbers 525a, 525b, and 870-5a.

Peacetime: Destroy after 5 years.

220-15a DJ/SJ/TOC Log Files (84)  
COFF 31 Dec 84, Trf RHA Jan 87, DEST  
Jan 90

**Mobilization:**

a. Units in combat environment or designated as combat support elements, and offices of HQDA: Permanent.

(Label example will not be given here; actual movement of records in mobilization/wartime will be defined at that time.)

b. Other offices: Destroy after 5 years.

220-15a DJ/SJ/TOC Log Files (84)  
COFF 31 Dec 84, Trf RHA Jan 87, DEST  
Jan 90

220-45a

Duty reporting files.

**KEYWORDS:**

Documents prepared by duty officer of the day or by charge of quarters. Included are daily activity reports and related information.

Destroy after 6 months.

220-45a Duty Reporting Files (84)  
(Jul - Dec)  
COFF 31 Dec 84, DEST Jul 85

220-45b

Duty roster files.

KEYWORDS:

Documents used for recording routine duties performed by personnel, plus special duties performed on a rotating basis.

Destroy 3 months after last entry.

220-45b Duty Roster Files  
ACTIVE. PIF on last entry

220-45b Duty Roster Files (Oct-Dec) (84)  
INACTIVE. COFF 31 Dec 84, DEST Apr 85

215: MORALE, WELFARE, AND RECREATION

Prescribing Directive(s):

AR 215-1 The Administration of Morale, Welfare, and Recreation Activities and Nonappropriated Fund Instrumentalities  
AR 215-2 The Management and Operation of Army Morale, Welfare, and Recreation Programs and Nonappropriated Fund Instrumentalities

**Note:** The 215-series of administrative publications is new. It combines portions of 28: WELFARE, RECREATION, AND MORALE and 230: NONAPPROPRIATED FUNDS AND RELATED ACTIVITIES. During the 1984-1985 timeframe, all regulations in the 28-series and the 230-series will be combined into the new 215-series.

These records concern responsibilities and procedures for the operation of the morale, welfare, and recreation program Army-wide, which includes entertainment, sports participation at various levels, crafts, libraries (other than law), service clubs, and other forms of recreation and welfare. Also, the administration of and accounting for nonappropriated funds and activities financed from them.

Number                      Description and Disposition

215                      GENERAL MORALE, WELFARE, AND RECREATION CORRESPONDENCE FILES.

**KEYWORDS:**

Use this number for --

a. General correspondence relating to morale, welfare, and recreation that cannot logically be filed with the detailed records listed below: **Destroy after 2 years.**

215 General MWR Correspondence (84)  
COFF 31 Dec 84, DEST Jan 87

b. Documents relating to morale, welfare, and recreation that are received for information only, on which no action is required: **Destroy when no longer needed for current operations.**

215 General MWR Correspondence --  
Non-Action Documents  
DEST when no longer needed for current operations

215-1d

Nonappropriated fund account files.

KEYWORDS:

Documents relating to administration of activities financed by unit funds. Included are checkbooks; loose cancelled checks; loose check stubs; bank deposit slips; bank statements; monthly bank account reconciliations; statements of operations and net worth; reports of audit; cash property and reconciliation records; property receipts; security safekeeping receipts, and similar information.

Destroy after 3 years.

215-1d NAF Account Files (84)  
COFF 31 Dec 84, Trf RHA Jan 87, DEST  
Jan 88

215-2a

Recreation and entertainment case files.

KEYWORDS:

Documents related to planning, approving, and conducting specific contents, Army shows, entertainment, sports activities, or other recreational events that are sponsored or sanctioned by the Army. Included are plans, letters, promotional material, and related information.

Destroy after 2 years.

215-2a Recreation/Entertainment Cases (84)  
COFF 31 Dec 84, DEST Jan 87

215-2b

Recreation and entertainment detail files.

KEYWORDS:

PRIVACY ACT: A1403.30aDAAG

Documents created in accomplishing administrative details concerning a specific contest, show, entertainment, sports, or other recreational event. Included are documents reflecting itineraries, transportation arrangements, official luncheons, distribution of materials, information on contest procedures, and related information.

Destroy after 2 years.

215-2b Recreation/Entertainment De- (84)  
tail Files  
COFF 31 Dec 84, DEST Jan 87

215-2c

Recreation services reporting files.

KEYWORDS:

Documents reflecting statistical information on Army recreation services activities. Included are letters, forms, and related documents.

Destroy after 2 years.

215-2c Rec. Svcs Reporting Files (84) COFF 31 Dec 84, DEST Jan 87
--

310: MILITARY PUBLICATIONS

Prescribing Directive(s):

- AR 310-2 Identification and Distribution of DA Publications and Issue of Agency and Command Administrative Publications
- AR 310-10 Military Orders
- AR 310-31 Management System for Tables of Organization and Equipment (The TOE System)
- AR 310-49 The Army Authorization Document System (TAADS)

**Note:** Numbers 310-2a, 310-2b and 310-2f are not specifically prescribed by AR 310-2 but are identified with that AR here for consistency of numbering within MARKS.

These records concern policies and procedures for preparing, reviewing, approving, producing, and distributing official publications, media, and numbering.

Number                      Description and Disposition

310                      GENERAL MILITARY PUBLICATIONS CORRESPONDENCE FILES.

**KEYWORDS:**

Use this number for --

- a. General correspondence relating to military publications that cannot logically be filed with the detailed records listed below: **Destroy after 2 years.**

310 General Mil Pubs Correspondence (84)  
COFF 31 Dec 84, DEST Jan 87

- b. Documents relating to military publications that are received for information only, on which no action is required: **Destroy when no longer needed for current operations.**

310 General Mil Pubs Correspondence --  
Non-Action Documents  
DEST when no longer needed for current  
operations

310-2a

Housekeeping instruction files.

**KEYWORDS:**

Memorandums of instruction dealing with internal administrative procedures. This number does not apply to instructions issued on mission functions, which are filed with the mission records.

Destroy when superseded or obsolete.

310-2a Housekeeping Instruction Files  
DEST when superseded or obsolete

310-2b

Policy and precedent files.

**KEYWORDS:**

Extra copies of policy or precedent documents for future and continuing action. Normally, these files are maintained at the operating level. Included are standing operating procedures, statements of policy or procedure, examples of typical cases, and other documents duplicated in the office's files.

Destroy when no longer needed for current operations.

310-2b Policy & Precedent Files  
DEST when no longer needed for current operations

310-2c

Reference publication files.

**KEYWORDS:**

Publications from any Army element, other Government agencies, and non-governmental organizations kept for reference within a unit or office. Also includes technical material, such as motion pictures, sound recordings, still photographs, transparencies, charts, and maps retained for reference.

Destroy when no longer needed for current operations, except that accountable publications will be returned to supply channels.

Sample 3-ring binder labels:

(See next page)

310-2c  
AR's  
1-1  
thru  
340-8

310-2c  
AR's  
340-17  
thru  
600-9

310-2c  
AR's  
600-38  
thru  
870-5

**Note:** The disposition instruction (Destroy when no longer needed for current operations) need not be placed on the binder label.

310-2d

Publication reference set files.

**KEYWORDS:**

Offices that issue publications will maintain one set for reference purposes. It also includes copies of other publications issued by the office for which a "Record Set" is not required (such as DD Form 1610, TDY travel orders, indorsements to orders, invitational travel orders, daily or weekly bulletins, and similar documents). Mark each folder or binder in this set "Reference Set" and keep posting up to date.

**Destroy when no longer needed for current operations.**

310-2d Pub Reference Set Files  
DEST when no longer needed for current operations

310-2e

Publishing office background files.

**KEYWORDS:**

Documents accumulated by offices responsible for collecting and publishing material prepared by other offices. Included are articles; documents used to prepare personnel-type orders; items for inclusion in daily, weekly, or monthly bulletins; and similar data for inclusion in other government publications.

**Destroy after 1 year.**

310-2e Publishing Office Background Files  
DEST when no longer needed for current operations

310-2f

Training media files.

KEYWORDS:

Documents accumulated by activities engaged in training operations, particularly the conduct of training. Included are training schedules, programs, lesson plans, memoranda, directives, and related documents.

Lesson plans: Destroy when no longer needed for current operations.

310-2f Training Media Files (Lesson Plans)  
DEST when no longer needed for current operations

Other documents: Destroy after 1 year.

310-2f Training Media Files (Other Documents)  
COFF 31 Dec 84, DEST Jan 86

310-10a

Personnel-type order files.

KEYWORDS:

Announcements of promotions, separations, courts-martial, certain travel, and certain personnel actions issued by any element of the Army, per the specific non-permanent formats in AR 310-10. Does not include DD Form 1610 (Request and Authorization for TDY Travel of DOD Personnel) or invitational travel orders, for which see 310-2d.

If you do not microfilm these records: Destroy after 56 years. Retire to Washington National Records Center.

310-10a Personnel-Type Orders (84)  
COFF 31 Dec 84, Trf RHA Jan 87,  
Ret WNRK Jan 88, DEST Jan 2041

(Continued on next page...)

If you do microfilm these records --

a. Original documents: Destroy after verification that the microform meets prescribed quality standards and is an adequate substitute for the original documents.

310-10a Personnel-Type Orders  
(Source Documents)  
DEST after verification/acceptance

b. Original microforms: Destroy after 56 years. Retire to Washington National Records Center.

310-10a Personnel-Type Orders (84)  
(Original Microforms)  
COFF 31 Dec 84, Trf RHA Jan 87,  
Ret WNRRC Jan 88, DEST Jan 2041

c. Other microform copies: Destroy when no longer needed for current operations.

310-10a Personnel-Type Orders (Copies)  
DEST when no longer needed for current  
operations

310-10b

Permanent order background files.

**KEYWORDS:**

Documents relating to preparing, reviewing, and issuing permanent orders per the specific permanent orders formats in AR 310-10. Included are studies, documents reflecting coordinating actions, recommendations or concurrences, and similar documents that provide a basis for issuance or contribute to the contents.

If you do not microfilm these records: Destroy after 25 years.

310-10b Permanent Order B/G Files (84)  
COFF 31 Dec 84, Trf RHA Jan 87, Ret  
WNRC Jan 88, DEST Jan 2010

If you do microfilm these records --

a. Original documents: Destroy after verification that the microform meets prescribed quality standards and is an adequate substitute for the original documents.

310-10b Permanent Order B/G Files  
(Source Documents)  
DEST after verification/acceptance

b. Original microforms: Destroy after 25 years.

310-10b Permanent Order B/G Files (84)  
(Original Microforms)  
COFF 31 Dec 84, Trf RHA Jan 87,  
Ret WNRC Jan 88, DEST Jan 2010

c. Other microform copies: Destroy when no longer needed for current operations.

310-10b Permanent Order B/G Files  
(Copies)  
DEST when no longer needed for current  
operations

310-10c

Permanent order record set.

**KEYWORDS:**

"Record Set" of permanent orders issued by any element of the Army. Each folder, binder, or microform will be distinctly marked "Record Set" and will not be charged out or posted. These orders pertain to such matters as organizational actions, awards, and decorations.

If you do not microfilm these records: Permanent

<p><u>R E C O R D S E T</u> 310-10c Permanent Orders (84) COFF 31 Dec 84, Trf RHA Jan 87, Ret WNRRC Jan 88, Permanent.</p>
--

If you do microfilm these records --

a. Original documents: Destroy after verification that the microform meets prescribed quality standards and is an adequate substitute for the original documents.

<p>310-10c Permanent Orders (Source Documents) DEST after verification/acceptance</p>
---

b. One silver halide microform set and one diazo or vesicular copy: Permanent.

<p><u>R E C O R D S E T</u> 310-10c Permanent Orders (84) (Orig + diazo copy) COFF 31 Dec 84, Trf RHA Jan 87, Ret WNRRC Jan 88, Permanent.</p>
--

c. Other microform copies: Destroy when no longer needed for current operations.

<p>310-10c Permanent Orders (Copies) DEST when no longer needed for current operations</p>
--

310-31a

Organization and allowance files.

KEYWORDS:

Documents relating to setting up or changing an organization, personnel allowances, and equipment allowances. Included are published TOEs and MTOEs or TDAs and MTDAs, and comments or changes to them, and related information.

Published documents: Destroy when no longer needed for current operations.

310-31a Organization/Allowance Files  
DEST when no longer needed for current operations

Other documents: Destroy after 3 years.

310-31a Orgn./Allowance Files (84)  
COFF 31 Dec 84, Trf RHA Jan 87, DEST  
Jan 88

310-31b

Equipment table files.

KEYWORDS:

Documents that govern issue and authorization to have equipment on hand. Included are MTOEs, letters of authorization, and related information.

Destroy when superseded or obsolete.

310-31b Equipment Table Files  
DEST when superseded or obsolete

310-49a

Activation and status change files.

KEYWORDS:

Documents related to activating, deactivating, reorganizing, relocating, disbanding, or discontinuing Active Army, USAR, ROTC, and ARNG units. Included are requests for publication of DA letters directing change in status; DA letters or other forms of implementing instructions; copies of published general orders; affiliation agreements; coordination actions, and related information.

Destroy 5 years after transfer, discontinuance, or disbandment of related unit.

310-31b Equipment Table Files  
ACTIVE. PIF on trf, discontinuance,  
or disbandment of unit

310-31b Equipment Table Files (84)  
INACTIVE. COFF 31 Dec 84, Trf RHA  
Jan 85, DEST Jan 90

340: OFFICE MANAGEMENT

Prescribing Directive(s):

AR 340-XX MARKS for TOE and Certain Other Units of the Army (Test)  
AR 340-3 Official Mail  
AR 340-4 Files Equipment  
AR 340-8 Army Word Processing Program  
AR 340-17 Release of Information and Records from Army Files  
AR 340-20 Office Copiers  
AR 340-21 The Army Privacy Program  
AR 340-22 The Army Micrographics Program

Note: Although numbers 340a through 340d are not specifically prescribed by the AR 340-series, they are so identified here for consistency within the MARKS numbering scheme.

These records concern receipt, distribution, preparation, and transmission of mail; control and methods of transmitting official mail; maintenance, evaluation, disposal, retirement, and storage of records for which the Army is responsible; filing equipment; document reproduction; safeguarding nondefense information; and release of information and records in Army files.

Number                      Description and Disposition

340                      GENERAL OFFICE MANAGEMENT CORRESPONDENCE FILES.

KEYWORDS:

Use this number for --

- a. General correspondence relating to office management that cannot logically be filed with the detailed records listed below: Destroy after 2 years.

340 General Office Mgt Correspondence (84)  
COFF 31 Dec 84, DEST Jan 87

- b. Documents relating to office management that are received for information only, on which no action is required: Destroy when no longer needed for current operations.

340 General Office Mgt Correspondence --  
Non-Action Documents  
DEST when no longer needed for current  
operations

340a

Office management files.

**KEYWORDS:**

Documents relating to the administration of an office. These concern internal office procedures, hours of duty, and individual duties that are not of a continuing nature; charitable affairs, such as blood donations and contributions; public relations and information activities such as open-house programs and special events (but not articles, news releases, or similar items, for which see number 870-5a); emergency evacuation procedures, such as fire or civil defense; protective services, parking, traffic control, and allied matters; office safety; routine use of ADP; and other administrative matters that are not described elsewhere in this appendix.

Destroy after 1 year.

340a Office Management Files (84)  
COFF 31 Dec 84, DEST Jan 86

340b

Office service and supply files.

**KEYWORDS:**

Documents relating to an office's ordinary supplies and equipment, communications, transportation, custodial, or other services requested by an office, and to the general maintenance of an office. The following are examples of the types of records that may properly accumulate under this file number: Requests and receipts for supplies, equipment, and similar items; requests and other documents about issuing keys and locks to an office; requests for publications and blank forms and other papers relating to supply and distribution of publications to an office; documents on local transportation and drayage services; requests to install telephones; floor plans showing location of telephone extensions; requests for changes to telephone directories; documents on office heating, lighting, ventilation, cooling, electrical, and plumbing systems; documents in painting, partitioning, repairing, or other aspects of maintenance; and documents relating to other logistical services required by an office.

Destroy after 1 year, except destroy pinpoint distribution files (DA Form 12-series) when superseded or obsolete.

340b Office Svc/Supply Files (84)  
COFF 31 Dec 84, DEST Jan 86

340b DA Form 12-Series  
DEST when superseded or obsolete

340c

Office property record files.

KEYWORDS:

Cards, lists, receipts or comparable documents showing accountable property charged to the office, but not including the formal supply accounting records described in number 710-2a.

Destroy when superseded, obsolete, or when the property is turned in.

340c Office Property Record Files DEST when superseded, obsolete, or when property is turned in
---

340d

Reading files.

KEYWORDS:

Copies of outgoing communications, arranged by date, for periodic review by staff members.

Destroy after 1 year.

340d Reading Files COFF 31 Dec 84, DEST Jan 86 (84)
---

340-XXa

Office lists of file numbers.

KEYWORDS:

Approved lists of file numbers used at the files station. Note: This list may be filed in the front cabinet drawer; if this is done, omit this file number.

Destroy when superseded.

340-XXa Office List of File Numbers DEST when superseded
---

340-XXb

Office record transmittal files.

KEYWORDS:

Copies of transmittal lists showing files transferred or retired.

Destroy when no longer needed for current operations.

340-XXb Record Transmittal Files DEST when no longer needed for current operations
--

340-3a

Office mail control files.

**KEYWORDS:**

Documents that pertain to controlling incoming and outgoing mail by offices other than official mail rooms and postal activities. Included are routing and suspense slips, records of messenger ;trips, mail receipts, and similar documents.

Accountable mail receipts: Destroy after 2 years.

340-3a Office Mail Control Files (84)  
(Accountable Mail Receipts)  
COFF 31 Dec 84, DEST Jan 87

Other documents: Destroy after 3 months.

340-3a Office Mail Control Files (84)  
(Other Documents) (Oct - Dec)  
COFF 31 Dec 84, DEST Apr 85

340-4a

Filing equipment files.

**KEYWORDS:**

Documents showing the approval, use, and management of files equipment. Included are approval documents, documents showing individual and cumulative repairs and use, and similar information.

Destroy approval documents when equipment is removed from inventory. Destroy other records when no longer needed for current operations.

340-4a Filing Equipment Files  
(Approvals)  
DEST when removed from inventory

340-4a Filing Equipment Files  
(Other Records)  
DEST when no longer needed for current  
operations

340-8a

Word processing equipment files.

KEYWORDS:

Documents showing approval, use and management of word processing equipment. Included are approval documents, documents showing individual and cumulative repairs and use, and similar information.

Destroy approval documents when equipment is removed from inventory. Destroy other records when no longer needed for current operations.

340-8a Word Processing Equipment Files  
(Approvals)  
DEST when removed from inventory

340-8a Word Processing Equipment Files  
(Other Records)  
DEST when no longer needed for current operations

340-17a

Freedom of Information Act (FOIA) administrative files.

KEYWORDS:

Documents relating to general implementation of the FOIA. Included are routine correspondence, memorandums, notices, and related documents.

Destroy after 2 years.

340-17a FOIA Admin Files (84)  
COFF 31 Dec 84, DEST Jan 87

340-17b

FOIA request files.

KEYWORDS:

PRIVACY ACT: A0239.01DAAG

Documents relating to requests for information under FOIA. Included are the original request, a copy of the reply granting access, stating inability to identify, or nonexistence of requested records, and related information.

Destroy after 2 years.

340-17b FOIA Request Files (84)  
COFF 31 Dec 84, DEST Jan 87

340-20a

Office copier files.

KEYWORDS:

Documents showing approval, use and management of office copiers. Included are approval documents, documents showing individual and cumulative repairs and use, and similar information.

Destroy approval documents when copier is removed from inventory. Destroy other records when no longer needed for current operations.

340-20a Office Copier Files  
(Approvals)  
DEST when removed from inventory

340-20a Office Copier Files  
(Other Records)  
DEST when no longer needed for current operations

340-21a

Privacy Act report files.

KEYWORDS:

Documents accumulated from preparing and submitting reports relating to The Privacy Act of 1974. Included are statistical and feeder input and related information.

Destroy after 2 years.

340-21a Privacy Act Report Files (84)  
COFF 31 Dec 84, DEST Jan 87

340-21b

Privacy disclosure accounting files.

KEYWORDS:

Information accumulated for (and recording) disclosures under the Army Privacy Program. Included are forms, correspondence, disclosure authorizations, and related information. Whenever possible, file the disclosure accounting with the record from which the disclosure was made.

Destroy with the record from which the disclosure was made, or destroy after 5 years, whichever is longer.

Label example is for disclosure accountings not filed with the records from which disclosures were made:

340-21b Privacy Disclosure Acctg (84)  
Files  
COFF 31 Dec 84, Trf RHA Jan 87, DEST  
Jan 90

340-22a

Micrographics system files.

KEYWORDS:

Documents showing approval, use, and management of micrographics equipment. Included are approvals, documents showing individual and cumulative repairs and use, and similar information.

Destroy approval documents when equipment is removed from inventory. Destroy other records when no longer needed for current operations.

340-22a Micrographics System Files  
(Approvals)  
DEST when removed from inventory

340-22a Micrographics System Files  
(Other Records)  
DEST when no longer needed for current  
operations

350: TRAINING

Prescribing Directive(s):

AR 350-1 Army Training  
AR 350-37 Army Individual Training Evaluation Program

Note: Army Physical Fitness Evaluation Scorecards, DA Forms 705, are prescribed by FM 21-20; however, for consistency of numbering within the MARKS scheme, they are identified here with the related AR 350-1 records.

These records concern instruction of personnel in performance of military functions, and tasks and exercises involving units to increase combat readiness. Includes basic training, individual training in military techniques, doctrine, and tactics.

Number                      Description and Disposition

350                      GENERAL TRAINING CORRESPONDENCE FILES.

KEYWORDS:

See file number for --

a. General correspondence relating to training that cannot logically be associated with the MARKS scheme.  
Listed below: Destroy after 2 years.

350 General Training Correspondence (84)  
COFF 31 Dec 84, DEST Jan 87

b. Documents relating to training that are received for information only, on which no action is required: Destroy when no longer needed for current operations.

350 General Training Correspondence --  
Non-Action Documents  
DEST when no longer needed for current operations

350-1a

Training schedule and inspection files.

KEYWORDS:

Documents related to scheduled training and training inspections. Included are training schedules, training inspection reports, and related information.

Destroy after 1 year.

350-1a Tng Sched/Inspection Files (84)  
COFF 31 Dec 84, DEST Jan 86

350-1b

Physical fitness training files.

KEYWORDS:

Army Physical Fitness Evaluation Scorecard, DA Form 705, and similar or related records, such as "Run For Your Life," dealing with fitness of unit members.

Forward with MPRJ on transfer of individual. Destroy full cards on transfer of information to new card. Destroy on retirement, separation, or death of individual.

350-1b Phys Fitness Training Files  
Fwd w/MPRJ on trf; DEST on trf of info to new card, on retirement, spn, or death of soldier

350-1d

Training operation files.

KEYWORDS:

PRIVACY ACT: A1002.02aTRADOC

Documents related to planning and conducting basic training; general training; command post exercises; field maneuvers, and other actual training operations. Included are exercise plans, observation inspection reports, scenarios, critiques, map exercises, general training programs, unit technical training programs (but not including CTTs or SQTs, for which see number 350-37a below), final reports and comments on them, and similar information.

Destroy after 2 years.

350-1d Training Operation Files (84)  
COFF 31 Dec 84, DEST Jan 87

350-37a

Individual training evaluation program files.

**KEYWORDS:**

Records created in carrying out the Individual Training Evaluation Program, which measures skill level attainment and ability to carry out common tasks by individual soldiers. Included are scored test sheets, booklets, printouts containing results, and related information.

**SQT:** Destroy 6 months after receipt of Individual Soldier's Report or end of test period, whichever is first.

350-37a SQT Files

ACTIVE. PIF on receipt of ISR or end of test period, whichever is first

350-37a SQT Files (Jul-Dec) (84)

INACTIVE. COFF 31 Dec 84,  
DEST Jul 85

**CTT:** Destroy when no longer needed for current operations.

350-37a CTT Files

DEST when no longer needed for current operations

380: SECURITY

Prescribing Directive(s):

AR 380-5 Department of the Army Supplement to DOD 5200.1-R (DODISPR)

These records concern identification, classification, downgrading, declassification, dissemination, and protection of defense information; storage and destruction of classified information; and other matters pertaining to security.  
**Note:** Records dealing with access to classified data are in the 604-series.

Number                      Description and Disposition

380                      GENERAL SECURITY CORRESPONDENCE FILES.

**KEYWORDS:**

Use this number for --

- a. General correspondence relating to security that cannot logically be filed with the detailed records listed below: **Destroy after 2 years.**

380 General Security Correspondence (84)  
COFF 31 Dec 84, DEST Jan 87

- b. Documents relating to security that are received for information only, on which no action is required: **Destroy when no longer needed for current operations.**

380 General Security Correspondence --  
Non-Action Documents  
DEST when no longer needed for current operations

380-5a

Security briefing and debriefing files.

**KEYWORDS:**

Documents relating to security briefing and debriefing of personnel with access to classified material. Included are briefing and debriefing statements and related information.

**Destroy 2 years after transfer or separation of person.**

380-5a Security Briefing and Debriefing Files  
ACTIVE. PIF on trf or spn

380-5a Security Briefing and Debriefing Files (84)  
INACTIVE. COFF 31 Dec 84, DEST Jan 87

380-5b

Security inspection and survey files.

**KEYWORDS:**

Documents relating to surveys and inspections primarily conducted by security officers. They determine if adequate measures are being taken to protect security classified information from fire, explosion, sabotage, and unauthorized access. Included are reports, recommendations, and related information.

Destroy after next comparable inspection or survey.

380-5b Security Insp/Survey Files  
DEST after next insp or survey

380-5c

Security awareness files.

**KEYWORDS:**

Documents that concern compliance with security regulations by all personnel.

Destroy after the next periodic application.

380-5c Security Awareness Files  
DEST after next application

380-5d

Record access files. Rescinded -- see file number 604-5d.

380-5e

Security container record files.

**KEYWORDS:**

Information.

Destroy the day following the last entry on the form, except that forms involved in an investigation will be kept until it is completed.

Note: A file folder need not be set up for these forms, nor must the file number be entered on the form itself. After the form is filled, simply destroy it at the time that a new form is started in its place.

380-5f

Security container information files.

**KEYWORDS:**

Up-to-date records of all office safe and padlock combinations. Also, other information to identify and locate the safes or containers, and the individuals who know the combinations.

Destroy when superseded or when the container is turned in.

380-5f Security Container Info Files  
DEST when superseded or container is  
turned in

380-5g

Classified document receipt files.

**KEYWORDS:**

Receipts for classified documents issued or transferred. If the receipts are used concurrently as a register or control file, they will be identified and disposed of under number 380-5h.

Destroy after 2 years.

380-5g Class Document Receipt Files (84)  
COFF 31 Dec 84, DEST Jan 87

380-5h

Classified document register or control files.

**KEYWORDS:**

Documents reflecting identity and location of classified documents for which the office is accountable. Included are DA Forms 455 and 3964 and similar forms used for control.

Destroy 2 years after all classified documents recorded have been transferred, destroyed, declassified, or entered on a new sheet.

380-5h Class Document Register/Control  
ACTIVE. PIF on trf, destruction, de-  
classification, or entry on new sheet  
of the controlled documents

380-5h Class Document Register/ (84)  
Control  
INACTIVE. COFF 31 Dec 84, DEST Jan 87

380-51

Temporary internal receipt files.

KEYWORDS:

Documents used in making temporary loans of classified material within the office. These are normally of short duration and are often returned the same day.

Destroy on return of the classified material.

380-51 Temporary Internal Receipt Files  
DEST on return of material

380-5j

TOP SECRET document control files.

DA Form 969 (TOP SECRET Document Record) or comparable forms to insure positive control of TOP SECRET documents. Included are information of the documents' classification; document and distribution dates; intraoffice routing, and names of individual handling the documents or having access to the contents.

Destroy 5 years after related document is downgraded, transferred, or destroyed.

380-5j TS Document Control Files  
ACTIVE. PIF when document is downgraded, transferred, or destroyed

380-5j TS Docu Control Files (84)  
INACTIVE. COFF 31, Dec 84, Trf RHA  
Jan 87, Dest Jan 90

380-5k

Security classification and regrading files.

KEYWORDS:

Documents relating to administering security classification and downgrading systems. Included are correspondence or memoranda on downgrading; reports on security classification; DA Form 1575, circulars, and similar documents authorizing regrading of security classified documents; and similar information.

Offices responsible for issuance: Destroy 10 years after final declassification action.

380-5k Security Classification &  
Regrading Files  
ACTIVE. PIF on final declassification action

380-5k Security Classification & (84)  
Regrading Files  
INACTIVE. COFF 31 Dec 84, Trf RHA  
Jan 87, Ret WNRK Jan 88, DEST Jan 95

Other offices: Destroy after 3 years.

380-5k Security Classification &  
Regrading Files  
COFF 31 Dec 84, Trf RHA Jan 87,  
DEST Jan 88

380-5m

Classified matter inventory reporting files.

KEYWORDS:

Documents that account for all classified matter from a physical inventory.

Destroy after next inventory.

380-5m Classified Inventory Files  
DEST after next inventory

380-5n

Nonregistered classified document destruction certificate files.

KEYWORDS:

Forms or other documents that reflect the destruction of classified documents and accountable forms.

Destroy after 2 years, or earlier when approved by HQDA (DAMI-CIS), Washington, DC 20310.

380-5n Destruction Cert Files (84)  
COFF 31 Dec 84, DEST Jan 87

380-5p

Security clearance information files. Rescinded -- see file number 604-5a.

380-5s

Security compromise case files.

KEYWORDS:

Documents on investigations of alleged security violations such as missing documents, unauthorized disclosure of information, unattended open security containers, and documents not properly safeguarded.

Destroy 2 years after completion of final corrective or disciplinary action. (Note: Records of violations of a sufficiently serious nature to be classified as felonies are permanent).

380-5s Security Compromise Case Files  
ACTIVE. PIF on completion of final  
corrective or disciplinary action

380-5s Security Compromise Case (84)  
Files  
INACTIVE. COFF 31 Dec 84, DEST Jan 87

381: MILITARY INTELLIGENCE

Prescribing Directive(s):

Intelligence reporting is prescribed by Defense Intelligence Agency Manual (DIAM) 58-2. However, for consistency in the MARKS numbering structure, it is identified here with the related AR 381-series on military intelligence.

Number                      Description and Disposition

381                      GENERAL INTELLIGENCE CORRESPONDENCE FILES.

KEYWORDS:

Use this number for ---

- a. General correspondence relating to intelligence that cannot logically be filed with the detailed records listed below: Destroy after 2 years.

381 General Intelligence Corres. (84)  
COFF 31 Dec 84, DEST Jan 87

- b. Documents relating to intelligence that are received for information only, on which no action is required: Destroy when no longer needed for current operations.

381 General Intelligence Correspondence --  
Non-Action Documents  
DEST when no longer needed for current  
operations

381a

Intelligence reporting files.

KEYWORDS:

PRIVACY ACT: A0502.03aDAMI

These files consist of copies of documents that have been submitted to higher headquarters. Included are foreign positive intelligence information, technical intelligence information, and related documents.

Destroy after 2 years.

381a Intelligence Reporting Files (84)  
COFF 31 Dec 84, DEST Jan 87

385: SAFETY

Prescribing Directive(s):

AR 385-10 Army Safety Program  
AR 385-95 Army Aviation Accident Prevention

These records concern administration of the Army safety program, which is directed toward accident prevention Army-wide. The descriptions and dispositions shown below apply to offices initiating reports and investigations, and to reviewing offices. Note: Records dealing with fire prevention are in the 420-series.

Number                      Description and Disposition

385                      GENERAL SAFETY CORRESPONDENCE FILES.

KEYWORDS:

Use this number for --

a. General correspondence relating to safety that cannot logically be filed with the detailed records listed below: Destroy after 2 years.

385 General Safety Correspondence (84)  
COFF 31 Dec 84, DEST Jan 87

b. Documents relating to safety that are received for information only, on which no action is required: Destroy when no longer needed for current operations.

385 General Safety Correspondence ---  
Non-Action Documents  
DEST when no longer needed for current  
operations

385-10a

Accident and incident case files.

**KEYWORDS:**

**PRIVACY ACT: A0607.01bDAPE**

Documents relating to individual accidents and incidents. Included are reports of accidents, and investigations thereof, involving Army motor vehicles, Army marine equipment, explosives, damage to Army property, harmful chemical and biological exposures, injury to or death of military or civilian personnel, artillery misfires and accidents, and similar information.

**Peacetime: Destroy after 5 years.**

385-10a Accident/Incident Case Files (84)  
COFF 31 Dec 84, Trf RHA Jan 87, DEST  
Jan 90

**Mobilization:**

a. Reports of artillery misfires and harmful chemical and radiological or biological exposures accumulated by units in a combat environment or designated as combat support elements: Permanent.

(No label example is given, as the exact routing of inactive records during mobilization will be furnished at that time)

b. All other records: Destroy after 5 years.

385-10a Accident/Incident Case Files (84)  
COFF 31 Dec 84, Trf RHA Jan 87, DEST  
Jan 90

385-10b

Target practice safety files.

KEYWORDS:

Documents on the firing safety measures taken, the organization doing the firing, the area involved, types of weapons used, and the time of firing of live ammunition.

Destroy after 1 year, except destroy safety cards after 2 years.

385-10b Target Practice Safety Files (84)  
COFF 31 Dec 84, DEST Jan 86

385-10b Safety Cards (84)  
COFF 31 Dec 84, DEST Jan 87

385-10c

Operator's examination and qualification record files.

KEYWORDS:

PRIVACY ACT: A1207.08aDAPE

DA Form 348 (Equipment Operator's Qualification Record), driver tests, and examinations.

Operator qualification record: Transfer with MPRJ or Civilian Personnel Folder, as applicable.

385-10c Oper. Qualification Record  
Trf w/MPRJ or Civ Pers Folder

Tests and exams: Destroy after recording on qualification record.

385-10c Qualification Tests/Exams  
DEST after recording on qualification  
record

385-10d

Safety awareness files.

KEYWORDS:

Documents on developing or selecting safety materials to make personnel aware of safety hazards. Included are posters, placards, cartoons, newspaper items, photographs, letters, and similar materials.

Destroy after 2 years.

385-10d Safety Awareness Files (84)  
COFF 31 Dec 84, DEST Jan 87

385-95c

Aviation accident and incident case files.

**KEYWORDS:**

Information relating to individual aviation accidents and incidents. Included are reports of accidents and incidents, and investigations thereof, involving Army aircraft.

US Army Safety Center: Destroy after 30 years in CPA.

385-95c Avn Accident/Incident Cases (84)  
COFF 31 Dec 84, DEST Jan 2015

Other offices: Destroy after 5 years.

385-10d Avn Accident/Incident Cases (84)  
COFF 31 Dec 84, Trf RHA Jan 87, DEST  
Jan 90

420: FACILITIES ENGINEERING

Prescribing Directive(s):

AR 420-90 Fire Prevention and Protection

These records concern maintenance and repair of real property; operation of utilities plants and systems; fire prevention and protection; minor construction; management of natural resources; and related facilities engineering functions such as custodial, entomology, refuse collection and disposal, snow removal, and ice alleviation.

Number                      Description and Disposition

420                      GENERAL FACILITIES ENGINEERING CORRESPONDENCE FILES.

KEYWORDS:

Use this number for --

- a. General correspondence relating to facilities engineering that cannot logically be filed with the detailed records listed below: Destroy after 2 years.

420 General Fac. Engr. Corres. (84)  
COFF 31 Dec 84, DEST Jan 87

- b. Documents relating to facilities engineering that are received for information only, on which no action is required: Destroy when no longer needed for current operations.

420 General Fac. Engr. Correspondence--  
Non-Action Documents  
DEST when no longer needed for current  
operations

420-90a

Fire prevention files.

KEYWORDS:

Documents on the criteria, standards, practices, and application of fire prevention and protection practices and methods.

Destroy when no longer needed for current operations.

420-90a Fire Prevention Files  
DEST when no longer needed for current  
operations

420-90c

Fire reporting case files.

**KEYWORDS:**

Reports of fires (or explosions followed by fire) resulting in loss of life, material, and structures. Included are reports of investigations and other communications.

Destroy 1 year after close of investigation.

420-90c Fire Reporting Case Files  
ACTIVE. PIF on close of investigation

420-90c Fire Report Case Files (84)  
INACTIVE. COFF 31 Dec 84, DEST Jan 86

500: EMERGENCY EMPLOYMENT OF ARMY AND OTHER RESOURCES

Prescribing Directive(s):

AR 500-50 Civil Disturbances

These records concern Army participation and support in matters of civil disturbance, disaster, relief, and civil defense, including emergency actions and measures taken to minimize and assist in controlling riots, demonstrations, and other disorders; floods; earthquakes; storms; fires, and accidents.

Number                      Description and Disposition

500                      GENERAL EMERGENCY CORRESPONDENCE FILES.

KEYWORDS:

Use this number for ---

- a. General correspondence relating to emergencies that cannot logically be filed with the detailed records listed below: Destroy after 2 years.

500 General Emergency Correspondence (84)  
COFF 31 Dec 84, DEST Jan 87

- b. Documents relating to emergencies that are received for information only, on which no action is required: Destroy when no longer needed for current operations.

500 General Emergency Correspondence --  
Non-Action Documents  
DEST when no longer needed for current  
operations

500-50a

Emergency planning files.

KEYWORDS:

Documents relating to planning for continuity of operations, domestic disturbances, disaster relief, civil defense, and other emergencies. Included are instructions and changes to plans, and coordinating actions.

Destroy when superseded, obsolete, or no longer needed for current operations.

500-50a Emergency Planning Files  
DEST when superseded, obsolete, or  
no longer needed

500-50b

Emergency plan, test, and exercise files.

KEYWORDS:

Documents accumulated from testing emergency plans. Included are announcements of tests; instructions to participants; staffing assignments; test messages; estimates of simulated damage; estimates of costs; resources required to repair simulated damage; estimates of available resources; critique sheets and reports, and similar information.

Destroy after 2 years.

500-50b Emergency Plan, Test, and (84)  
Exercise Files  
COFF 31 Dec 84, DEST Jan 87

525: MILITARY OPERATIONS

Prescribing Directive(s):

AR 525-1 The Department of the Army Command and Control System  
These records concern Army and DOD requirements for combat operational information, including activities and functions in support of military operations; resources and equipment used; and lessons learned.

Number                      Description and Disposition

525                      GENERAL MILITARY OPERATIONS CORRESPONDENCE FILES.

KEYWORDS:

Use this number for ---

- a. General correspondence relating to military operations that cannot logically be filed with the detailed records listed below: Destroy after 2 years.

525 General Mil Opns Correspondence (84)  
COFF 31 Dec 84, DEST Jan 87

- b. Documents relating to military operations that are received for information only, on which no action is required: Destroy when no longer needed for current operations.

525 General Mil Opns Correspondence ---  
Non-Action Documents  
DEST when no longer needed for current  
operations

525-1a

Command reporting files.

**KEYWORDS:**

Documents relating to command reports in which commanders submit information, evaluations, and recommendations on combat operations. Included are command reports; special and status reports; Operational Reports - Lessons Learned (ORLL); comments and evaluations; recommendations; copies of maps, directives, sketches, overlays, and photographs supporting the reports; and similar information.

Reports prepared by units in combat areas and by units directly supporting troops in combat: Permanent.

(No label example is given here; the exact flow of records in war-time situations will be furnished at that time)

Reports prepared by units not in combat, or by units not directly supporting troops in combat: Destroy after 2 years. However, documents forming the basis for other official action (such as issuance of a directive or training manual) will be filed and disposed of with that action.

525-1a Command Reporting Files (84)  
COPY 31 Dec 84, DEST Jan 87

600: PERSONNEL - GENERAL

Prescribing Directive(s):

AR 600-8 Military Personnel Offices  
DA Pam Military Personnel Management and Administrative Procedures  
600-8-series  
AR 600-9 The Army Weight Control Program  
AR 600-10 The Army Casualty System  
AR 600-21 Equal Opportunity Program in the Army  
AR 600-31 Suspension of Favorable Personnel Actions for Military Personnel in National Security Cases and Other Investigations or Proceedings  
AR 600-33 Line of Duty Investigations  
AR 600-38 Meal Card Management System  
AR 600-46 Attitude and Opinion Survey Program  
AR 600-50 Motor Vehicle Driver - Selection, Testing, and Licensing  
AR 600-85 Alcohol and Drug Abuse Prevention and Control Program  
AR 600-200 Enlisted Personnel Management System

**Note:** Numbers 600a through 600h below are not specifically prescribed by an Army Regulation or DA Pamphlet, but are identified here for consistency under the MARKS numbering scheme with the basic AR 600-series of regulations.

These records concern subjects which pertain to military and civilian personnel not specifically provided for in other 600-series, or which contain procedures pertaining to more than one series.

Number                      Description and Disposition

600

GENERAL PERSONNEL CORRESPONDENCE FILES.

**KEYWORDS:**

Use this number for ---

a. General correspondence relating to personnel that cannot logically be filed with the detailed records listed below: **Destroy after 2 years.**

600 General Personnel Correspondence (84)  
COFF 31 Dec 84, DEST Jan 87

b. Documents relating to personnel that are received for information only, on which no action is required: **Destroy when no longer needed for current operations.**

600 General Personnel Correspondence ---  
Non-Action Documents  
DEST when no longer needed for current operations

600a

Office personnel register files.

**KEYWORDS:**

Documents used to account for office personnel and to control office visitors. Included are registers reflecting personnel arrival, departure, leave, and TDY travel. Does not include official personnel registers used in preparing SIDPERS inputs, for which see number 680-lb.

Destroy after 6 months.

600a Ofc Pers Register Files (84)

(July - December)

COFF 31 Dec 84, DEST Jul 85

600b

Office personnel locator files.

**KEYWORDS:**

Documents with the name, address, telephone number, and similar data for each employee.

Destroy when the person is separated or transferred.

600b Office Personnel Locator Files

DEST when indiv is separated or transferred

600c

Supervisory or manager employee record files.

**KEYWORDS:**

PRIVACY ACT: A0102.04ADAPE

Documents maintained by the supervisor or manager on each civilian employee. The file contains the same type actions as those in the Official Personnel Folder. Files are kept by employee names. The disposition instructions listed below need not be placed on the folder label. Included are --

a. Cards with complete employee information, positions, and actions in process (such as SF7B, Service Record, and DD Form 1435, Cryptographic Maintenance Training and Experience): Send to servicing personnel office when employee is transferred or separated.

b. Notices of persons cleared for access to classified material, and other personnel security documents: Withdraw and place in number 600e for employees separated for military service who have restoration rights.

c. Reports, papers relating to individual injuries, letters of appreciation and commendation, training records, assigned responsibilities of individuals, performance appraisals and counselling, and other duplicates of forms filed in the Official Personnel Folder: Send to gaining official for employees transferred within the same authority on an installation. If separated or transferred to installation with different appointing authority, destroy file, except that DD Form 1435 will be sent to the gaining authority within the Federal Government.

d. Overall folder: Review at end of each year and destroy documents which have been superseded or which no longer apply.

600d

Job description files.

KEYWORDS:

Documents describing positions in an office. Included are DA Form 374 (Job Description) for civilian personnel and job description forms for military personnel.

Destroy when position is abolished, job description is superseded, or not needed for reference.

600d Job Description Files  
DEST when position is abolished,  
JD is superseded, or no longer  
needed for reference

600e

Separation for military service files.

KEYWORDS:

PRIVACY ACT: A0102.04aDAPE

SF-7 (Service Record) used to consider employees, who are separated for military service, for civilian positions in absentia.

Return to active file if employee is restored at end of obligation period. Destroy if not restored.

600e Separation for Mil Service Files  
Return to active file if restored;  
DEST if not restored

600f

Pending request files.

KEYWORDS:

Operating officials' or suspense copies of SF 52 (Request for Personnel Action) for such actions as accessions, position changes, rate-of-pay changes, and separations.

Destroy when the requested action is complete.

600f Pending Request Files  
DEST when action is complete

600g

Temporary duty travel files.

**KEYWORDS:**

Request and authorization for military personnel TDY (and civilian personnel TDY and PCS) travel, and related information.

Destroy after 1 year.

600g TDY Travel Files (84)  
COFF 31 Dec 84, DEST Jan 86

600h

Office military personnel files.

**KEYWORDS:**

PRIVACY ACT: A0102.13DAPC

Documents about supervising military personnel on duty in a staff office. Included are papers pertaining to classification, promotion, orders, sponsors, indebtedness, leave, enlistment, waivers, statements of service, bonuses, evaluations, identification, group life insurance, applications for employment, academic and individual training reports, instructional evaluations, and related information.

Destroy 1 year after transfer or separation of individual.

600h Office Military Personnel Files  
ACTIVE. PIF on trf or spn

600h Office Mil Personnel Files (84)  
INACTIVE. COFF 31 Dec 84, DEST Jan 86

600-8a

Individual personnel change files.

**KEYWORDS:**

PRIVACY ACT: A0703.01aDAPC

Documents prepared for reporting a change to and updating the data processing activity file. Included are punched cards, DA Forms 3815, and related information.

Dispose of in CFA IAW DA Pam 600-8-series.

600-8a Indiv Personnel Change Files  
Dispose of IAW DA Pam 600-8-series

600-8b

Personnel information system reporting files.

KEYWORDS:

PRIVACY ACT: A0715.06aDAPC

Computer-generated reports pertaining to strength accounting, organizational and personnel record-keeping, information exchange with other automated systems, command and staff reporting designed for use by functional managers, personnel managers, and data analysts (but not including the Personnel Strength Zero Balance Report, SIDPERS C-27).

Dispose of in CFA IAW DA Pam 600-8-series.

600-8b Pers Info Sys Reporting Files  
Dispose of IAW DA Pam 600-8-series

600-8c

Personnel strength zero balance report.

KEYWORDS:

This report (SIDPERS C-27) is a product of the Standard Installation/Division Personnel System (SIDPERS). It replaced the Morning Report, which was phased out beginning in 1973. SIDPERS is an integral part of the Army's personnel information system; the two major functions of the C-27 Report are (1) strength accounting, and (2) correct duty status of each member of the Army on the last day of each month. Only the SIDPERS C-27 Report will be maintained and retired under this file number after "reconciliation" by the unit.

Unit Office of Record: The "reconciled" C-27 Report will be cut off annually or when the reporting unit/activity is reduced to zero strength; held 1 year in RHA (or CFA, if no RHA is available) and retired to National Personnel Records Center (MPR). Destroy 56 years after cutoff.

600-8c SIDPERS C-27 Report (84)  
COFF 31 Dec 84, Trf RHA Jan 85, Ret  
NPRC (MPR) Jan 86, DEST Jan 2041

All other offices: Destroy when no longer needed for current operations.

600-8c SIDPERS C-27 Report  
DEST when no longer needed for current  
operations

600-8d

Personnel Data Card files.

KEYWORDS:

PRIVACY ACT: A0715.01aDAPC

DA Forms 2475-2 (Personnel Data - SIDPERS) reflecting historical, legal, and personnel data, plus SIDPERS change report remarks on members assigned or attached to a unit. Included are Personnel Data Cards.

Destroy 75 years after last entry. Retire to National Personnel Records Center (MPR) after 1 year in RHA (or CFA, if RHA is not available).

600-8d Personnel Data Card Files  
ACTIVE. PIF on last entry.

600-8d Personnel Data Card Files (84)  
INACTIVE. COFF 31 Dec 84, Trf RHA Jan 85,  
Ret NPRC(MPR) Jan 86, DEST Jan 2060

600-9a

Weight control files.

KEYWORDS:

PRIVACY ACT: A0102.13DAPC

Documents accumulated at the unit level in administering the Army Weight Control Program. Included are requests for preliminary medical evaluation, results of examination by medical activity, notifications by commander to the soldier and responses thereto, records of reexamination, certifications by commander that individual has met program requirements, and similar information.

Retain in unit files as active during period that soldier is in the program. File in MPRJ on transfer or separation, or upon satisfactory completion of program by soldier.

600-9a Weight Control Files  
ACTIVE. File in MPRJ on transfer,  
separation, or satisfactory  
completion

600-10a

Casualty case files.

KEYWORDS:

PRIVACY ACT: A0726.06DAAG

Documents relating to individual casualties. They are accumulated by casualty reporting activities and by the Headquarters, Department of the Army office which has staff responsibility for processing casualties. Included are copies of casualty reports and messages, communications with next-of-kin, and related information.

Office with Army-wide responsibility: Permanent.

600-10a Casualty Case Files (84)

COFF 31 Dec 84, Ret WNRJ Jan 87,

Perm.

Other offices: Destroy 2 years after close of individual case.

600-10a Casualty Case Files

ACTIVE. PIF on close of case

600-10a Casualty Case Files (84)

INACTIVE. COFF 31 Dec 84, DEST Jan 87

600-21a

Equal Opportunity reporting files.

KEYWORDS:

Documents with information on activities and conditions related to equal opportunity (EO) for military personnel. Included are statistical and narrative reports, training report information, summaries, consolidations, and related information.

Destroy after 2 years.

600-21a EO Reporting Files (84)

COFF 31 Dec 84, DEST Jan 87

600-21b

Equal Opportunity survey files.

KEYWORDS:

Documents relating to surveys made of the implementation and effectiveness of EO. Included are reviews, appraisals, recommendations, final reports, and related information.

Destroy after 2 years.

600-21b EO Survey Files (84)  
COFF 31 Dec 84, DEST Jan 87

600-21c

Equal Opportunity complaint files.

KEYWORDS:

PRIVACY ACT: A0614.03aDAPE

Documents of complaints on EO. Included are complaints, investigative data and summaries, findings of fact statements, final disposition reports, acceptance statements, withdrawal notices, and related information.

Destroy after 2 years.

600-21c EO Complaint Files (84)  
COFF 31 Dec 84, DEST Jan 87

600-31a

Personnel action suspension reporting files.

KEYWORDS:

Copies of reports for suspension of favorable personnel actions. Also, these documents are used to flag and report information that warrants suspension of personnel actions under AR 600-31 and AR 604-10. Maintain as provided for in those two regulations.

Destroy on submission of final status report.

600-31a Pers Action Suspension Reports  
DEST on submission of final report

600-38a Line-of-Duty files.

KEYWORDS:

PRIVACY ACT: A0708.18aDAAG

Documents related to deciding the line-of-duty status, and the investigation of incidents that require a line-of-duty determination. Included are statements of medical examinations and duty status, reports of investigations, notifications of findings, and related information.

Destroy after 5 years.

600-33a Line-of-Duty Files (84)  
COFF 31 Dec 84, Trf RHA Jan 87, DEST  
Jan 90

600-38a

Meal card management files.

KEYWORDS:

Documents used in the receipt, issue, and control of meal cards. Included are DA Forms 4809-R, Meal Card Control Registers; meal card control logs; notifications of lost or stolen meal cards, and similar information.

Active Army:

a. Meal Card Control Registers and control logs -- Destroy 1 year after filled or otherwise rendered inactive.

600-38a Meal Card Registers/Logs  
ACTIVE. PIF when filled

600-38a Meal Card Registers/Logs (84)  
INACTIVE. COFF 31 Dec 84, DEST Jan 86

b. Correspondence on lost or stolen meal cards -- Destroy after 2 years.

600-38a Lost/Stolen Meal Cards (84)  
COFF 31 Dec 84, DEST Jan 87

c. Other records -- Destroy after 6 months.

600-38a Meal Card Mgmt Files -- (84)  
Other Records (Jul-Dec)  
COFF 31 Dec 84, DEST Jul 85

Reserve Components: Destroy after 1 year.

600-38a Meal Card Mgmt Files (84)  
COFF 31 Dec 84, DEST Jan 86

600-46a

Military personnel survey files.

KEYWORDS:

Documents relating to periodic personnel surveys, including characteristics, opinions, attitudes, and similar matters pertaining to the military population. Included are completed questionnaires, punched cards, summaries or conclusions of the survey, and similar information.

Reporting offices: Destroy on completion of the survey.

600-46a Mil Personnel Survey Files  
ACTIVE. DEST on completion of survey

600-50a

Standard of conduct files.

KEYWORDS:

Documents relating to procedures to assure that all personnel fully understand the standards of conduct required of them.

Destroy after next periodic application of the procedure, or 1 year after obsolescence of the procedure.

600-50a Standard of Conduct Files  
DEST after next application of procedure

600-55a

Operator's examination and qualification record files.

KEYWORDS:

PRIVACY ACT: A1207.08aDAPE

DA Form 348 (Equipment Operator's Qualification Record), driver tests, and examinations.

Operator qualification record: Transfer with MPRJ or Civilian Personnel Folder, as applicable.

600-55a Oper. Qualification Record  
Trf w/MPRJ or Civ Pers Folder

Tests and exams: Destroy after recording on qualification record.

600-55a Qualification Tests/Exams  
DEST after recording on qual. record

600-85a

Alcohol and drug abuse management files.

KEYWORDS:

Documents in implementation and status of the Alcohol and Drug Abuse Prevention and Control Program. Included are reports and lessons learned; identification; treatment and rehabilitation; evaluation; research and development, and similar information.

Destroy after 2 years.

600-85a Alcohol/Drug Abuse Management Files (84) COFF 31 Dec 84, DEST Jan 87
---

600-85b

Alcohol and Drug Abuse Intervention Council (ADDIC) meeting files.

KEYWORDS:

Documents on periodic meetings of interservice, command, or installation ADDIC's. Included are notices, agenda, minutes of meetings. and related information.

Destroy after 6 years.

600-85b ADDIC Meeting Files (84) COFF 31 Dec 84, Trf RHA Jan 87, DEST Jan 91
--

600-85c

Alcohol and drug abuse statistical files.

KEYWORDS:

Documents reflecting statistics on the Alcohol and Drug Abuse Prevention and Control Program. Included are compilations and related information.

Destroy when no longer needed for current operations.

600-85c Alcohol/Drug Abuse Statistical Files DEST when no longer needed for current operations
---

600-200a

MOS classification board proceeding files.

KEYWORDS:

Documents relating to evaluation or reevaluation of enlisted personnel and action to be taken, such as reclassification, reassignment, reduction or discharge, where readjustment or reclassification is indicated because of mental, physical or emotional instability, psychiatric reasons, or inefficiency. Included are proceedings of MOS classification boards and related information.

Destroy after 2 years.

600-200a MOS Classification Board (84)  
Proceeding Files  
COFF 31 Dec 84, DEST Jan 87

600-200b

Promotion eligibility roster files.

KEYWORDS:

Documents relating to individuals eligible for consideration for promotion. Included are recommendations, lists, and similar information.

Destroy after 2 years.

600-200b Promotion Roster Files (84)  
COFF 31 Dec 84, DEST Jan 87

600-200c

Promotion board proceedings files.

KEYWORDS:

Documents relating to consideration of enlisted personnel for promotion and elimination. Included are selection board proceedings, lists of enlisted personnel recommended for promotion, and similar information.

Office with Army-wide responsibility: Permanent. Cut off annually, retire to WNRC after 5 years in CFA.

600-200c Prom. Bd. Proceedings Files (84)  
COFF 31 Dec 84, Ret WNRC Jan 90, Perm.

Other offices: Destroy after 2 years.

600-200c Prom. Bd. Proceedings Files (84)  
COFF 31 Dec 84, DEST Jan 87

600-200d

Promotion eligibility determination files.

KEYWORDS:

Documents reflecting determinations as to whether specific individuals are eligible for promotion. Included are brief sheets, supporting papers, and similar information.

Destroy after 1 year.

600-200d Prom. Eligibility Deter- (84)  
mination Files  
COFF 31 Dec 84, DEST Jan 86

600-200e

Enlisted promotion files.

KEYWORDS:

Documents related to considering enlisted personnel for promotion. Included are approved requests, disapproved requests, orders, promotion lists, and similar information.

Destroy on promotion; forward with MPRJ on change of MPRJ custodian.

600-200e Enlisted Promotion Files  
DEST on promotion; fwd w/MPRJ on change  
of MPRJ custodian

604: PERSONNEL SECURITY

Prescribing Directive(s):

AR 604-5 Department of the Army Personnel Security Program

These records concern granting, denial, suspension, and revocation of security clearances of Department of the Army personnel, both military and civilian, for access to classified defense information. Included are records covering special requirements for clearances for personnel with certain duties and positions.

Number                      Description and Disposition

604                      GENERAL PERSONNEL SECURITY CORRESPONDENCE FILES.

KEYWORDS:

Use this number for --

a. General correspondence relating to personnel security that cannot logically be filed with the de-tailed records listed below: Destroy after 2 years.

604 General Pers Scty Correspondence (84)  
COFF 31 Dec 84, DEST Jan 87

b. Documents relating to personnel security that are received for information only, on which no action is required: Destroy when no longer needed for current operations.

604 General Pers Scty Correspondence --  
Non-Action Documents  
DEST when no longer needed for current  
operations

604-5a

Clearance information files.

KEYWORDS:

PRIVACY ACT: A0506.01DAMI

Documents containing information on the clearance of individual personnel to critical-sensitive, noncritical-sensitive, and nonsensitive positions, as well as accreditation of personnel for access to classified information requiring special access authorizations. This description does not include completed investigation case files, counterintelligence case files, or clearance documents filed in official personnel records. Note: AR 604-5 requires that, in some instances, all or part of the information contained in these files be transferred along with the individual concerned. For specific guidance, see AR 604-5.

Files requiring no action per AR 604-5: Destroy on transfer or separation of the individual.

604-5a Clearance Information Files  
DEST on trf or spn of individual

604-5d

Information access files.

KEYWORDS:

PRIVACY ACT: A0506.01DAMI

Information received or prepared by an office that identifies individuals authorized access to official information, particularly classified information. Included are requests and approvals for access, rosters of those authorized access, and similar information.

Destroy when superseded or made obsolete by the authorization document, or when individual is transferred, separated, or relieved.

604-5d Information Access Files  
DEST when superseded, obsolete, or on  
trf, spn, or relief of individual

608: PERSONAL AFFAIRS

Prescribing Directive(s):

AR 608-15 Army Savings Program

These records concern matters of personal interest to the soldier, his or her dependents, and the community, such as insurance, social security, voting, citizenship, and handling and responsibility for personal property.

Number                      Description and Disposition

608                      GENERAL PERSONAL AFFAIRS CORRESPONDENCE FILES.

KEYWORDS:

Use this number for ---

a. General correspondence relating to personal affairs that cannot logically be filed with the detailed records listed below: Destroy after 2 years.

608 General Personal Affairs Corres. (84)  
COFF 31 Dec 84, DEST Jan 87

b. Documents relating to personal affairs that are received for information only, on which no action is required: Destroy when no longer needed for current operations.

608 General Personal Affairs Corres. --  
Non-Action Documents  
DEST when no longer needed for current  
operations

608-15a Savings bond reporting files.

KEYWORDS:

Documents relating to bond sales and purchases. Included are payroll deductions, bond reports, and related documents.

Destroy after 3 years.

608-15a Savings Bond Report Files (84)  
COFF 31 Dec 84, Trf RHA Jan 87, DEST  
Jan 88

608-50a Legal assistance interview record. Rescinded -- see number 27-3a.

630: PERSONNEL ABSENCES

Prescribing Directive(s):

AR 630-5 Leave, Passes, Permissive Temporary Duty, and Public Holidays  
AR 630-10 Absence Without Leave and Desertion

These records concern leaves of military personnel, including types, entitlement, computations, and recording; procedures pertaining to military personnel who are absent without leave or in a desertion status; absences from regular duty or post due to pass; authorized administrative absence, and public holidays.

Number                      Description and Disposition

630                      GENERAL PERSONNEL ABSENCES CORRESPONDENCE FILES.

KEYWORDS:

Use this number for ---

a. General correspondence relating to personnel absences that cannot logically be filed with the detailed records listed below: Destroy after 2 years.

630 General Personnel Absence Corr. (84)  
COFF 31 Dec 84, DEST Jan 87

b. Documents relating to personnel absences that are received for information only, on which no action is required: Destroy when no longer needed for current operations.

630 General Personnel Absence Corr. ---  
Non-Action Documents  
DEST when no longer needed for current operations

630-5a

Leave of absence files.

KEYWORDS:

Copies of DA Form 31 (Request Authority for Leave) used to request and grant leave for soldiers.

Destroy after 6 months.

630-5a Leave of Absence Files (84)

(Jul - Dec)

COFF 31 Dec 84, DEST Jul 85

630-5b

Leave control log files.

KEYWORDS:

DA Form 4179-R used to control absences from unit. Included are logs and related information.

Destroy after 1 year.

630-5b Leave Control Log Files (84)

COFF 31 Dec 84, DEST Jan 86

630-10a

Absence without leave and desertion files.

KEYWORDS:

Documents created and maintained at unit level in carrying out the commander's responsibilities for determining absent without leave (AWOL) and desertion status, the administration of persons in such status, apprehension efforts, and return of members to military control. Included are AWOL and desertion notification forms, letters to next of kin, orders, clearance records, messages and replies, other correspondence, and similar information.

Destroy after 1 year.

630-10a AWOL/Desertion Files (84)

COFF 31 Dec 84, DEST Jan 86

635: PERSONNEL SEPARATIONS

Prescribing Directive(s):

AR 635-200 Enlisted Personnel

These records concern separation of soldiers through relief or release from active duty, discharge, retirement, resignation, elimination, and dropping from the rolls; types of discharge and reasons therefor; and physical evaluation of individuals for retention, separation, or retirement.

Number                      Description and Disposition

635                      GENERAL SEPARATIONS CORRESPONDENCE FILES.

KEYWORDS:

Use this number for ---

- a. General correspondence relating to separations that cannot logically be filed with the detailed records listed below: Destroy after 2 years.

635 General Separations Correspondence(84)  
COFF 31 Dec 84, DEST Jan 87

- b. Documents relating to that are received for information only, on which no action is required:  
Destroy when no longer needed for current operations.

635 General Separations Correspondence --  
Non-Action Documents  
DEST when no longer needed for current  
operations

635-200a

Discharge board proceedings files.

**KEYWORDS:**

Documents about considering individual soldiers for separation by reason of convenience of the government, dependency or hardship, defective enlistment or induction, pregnancy, alcohol or other drug abuse, good of the service, unsatisfactory performance, misconduct, or homosexuality. Included are individual discharge cases; excluded are documents which are to be filed in the MPRJ or OMPF.

Files on soldiers confined by civil authorities: Destroy 2 years after discharge.

635-200a Discharge Board - Confined  
by Civil Authorities  
ACTIVE. PIF on discharge

635-200a Discharge Board - Confined (84)  
by Civil Authorities  
INACTIVE. COFF 31 Dec 84, DEST Jan 87

Files on other soldiers: Destroy after 2 years.

635-200a Discharge Boards - Not (84)  
Confined by Civil Authorities  
COFF 31 Dec 84, DEST Jan 87

638: DECEASED PERSONNEL

Prescribing Directive(s):

AR 638-1 Disposition of Personal Effects of Deceased and Missing Persons

These records concern recovery, identification, care, and disposition of deceased personnel for whom the Army is responsible (Mortuary Affairs Program), and disposition of personal effects of deceased personnel.

Number                      Description and Disposition

638                      GENERAL DECEASED PERSONNEL CORRESPONDENCE FILES.

KEYWORDS:

Use this number for --

a. General correspondence relating to deceased personnel that cannot logically be filed with the de-tailed records listed below: Destroy after 2 years.

638 General Deceased Personnel Corres.(84)  
COFF 31 Dec 84, DEST Jan 87

b. Documents relating to deceased personnel that are received for information only, on which no action is required: Destroy when no longer needed for current operations.

638 General Deceased Personnel Corres. --  
Non-Action Documents  
DEST when no longer needed for current  
operations

638-1a

Personal effects case files.

**KEYWORDS:**

Documents relating to receipt and disposition of personal effects of a soldier, and Government property that was in the soldier's possession. Included are inventories, certificates of removal of prohibited items from baggage, lists of miscellaneous collections, tally sheets and shipping lists, and related information.

Destroy 2 years after disposition of the effects, except that files connected with casualties from armed conflict will be destroyed 2 years after cessation of the conflict or disposition of the effects, whichever is later.

638-1a Personal Effects Case Files  
ACTIVE. PIF on disposition of effects

638-1a Personal Effects Case Files (84)  
COFF 31 Dec 84, DEST Jan 87

638-1a Personal Effects Case Files  
ACTIVE. PIF on cessation of conflict

(File label for these records resulting from armed conflict would depend on date that conflict ends)

640: PERSONNEL RECORDS AND IDENTIFICATION OF INDIVIDUALS

Prescribing Directive(s):

AR 640-3 Identification Cards, Tags, and Badges  
AR 640-10 Individual Military Personnel Records

These records concern the initiation, transmittal, maintenance, and disposition of personnel files; documents authorized for inclusion in personnel files; location of military personnel records; access to records by authorized individuals; and the preparation, issue, use, accountability, and disposition of cards, tags, badges, and fingerprint records required to identify Department of the Army personnel for various reasons.

Number                      Description and Disposition

640                      GENERAL PERSONNEL RECORDS AND IDENTIFICATION CORRESPONDENCE FILES.

KEYWORDS:

Use this number for --

- a. General correspondence relating to personnel records and identification that cannot logically be filed with the detailed records listed below: **Destroy after 2 years.**

640 General Pers Rec/ID Corres. (84)  
COFF 31 Dec 84, DEST Jan 87

- b. Documents relating to personnel records and identification that are received for information only, on which no action is required: **Destroy when no longer needed for current operations.**

640 General Pers Rec/ID Correspondence --  
Non-Action Documents  
DEST when no longer needed for current  
operations

640-3a

Military ID card application files.

KEYWORDS:

PRIVACY ACT: A0509.02aDAAG  
Applications for military ID cards. Included are copies of DA Form 428 (Application for Identification Card) and related information.

Destroy after 1 year.

640-3a M11 ID Card Applications (84)  
COFF 31 Dec 84, DEST Jan 86

640-3b

ID card register files.

KEYWORDS:

Documents used to maintain accountability for military identification cards. Included are registers and similar documents.

Destroy after 5 years. Destroy bound registers 5 years after last entry.

640-3b ID Card Registers (84)  
COFF 31 Dec 84, Trf RHA Jan 87, DEST  
Jan 90

640-3b ID Card Registers - Bound  
ACTIVE. PIF on last entry

640-3b ID Card Registers - Bound (84)  
INACTIVE. COFF 31 Dec 84, Trf RHA Jan 87,  
DEST Jan 90

640-3c

ID card requisition files.

KEYWORDS:

Documents used to requisition, draw down, or request stocks of blank ID cards, submitted by an end-use activity.

Destroy in CFA after 5 years.

640-3c ID Card Rqn Files (84)  
COFF 31 Dec 84, DEST Jan 90

640-10a

Military Personnel Records Jacket (MPRJ) files.

KEYWORDS:

PRIVACY ACT: A0708.01aDAPC

Documents that pertain to the soldier's career and current assignment are in this file. The jacket goes with the soldier on change of assignment. These papers are restricted to those authorized by AR 640-10.

Maintain, forward and dispose of DA Form 201 (MPRJ) and contents IAW AR 635-10 and AR 640-10.

640-10a MPRJ Files

Dispose of IAW AR 635-10/AR 640-10

640-10b

Qualification record extract files.

KEYWORDS:

Documents of data from personnel qualification records, such as DA Form 2 and DA Form 2-1.

Destroy on transfer or separation of soldier.

640-10b Qualification Rec. Extract Files

DEST on trf or spn

672: DECORATIONS, AWARDS, AND HONORS

Prescribing Directive(s):

AR 672-5-1 Military Awards

These records concern eligibility, presentation, and wearing of medals, decorations, badges, and tabs; unit awards and streamers; special awards and honors for outstanding service or accomplishment; honors and ceremonies accorded distinguished visitors; and salutes, honors, and visits of courtesy.

Number                      Description and Disposition

672                      GENERAL DECORATIONS, AWARDS, AND HONORS CORRESPONDENCE FILES.

KEYWORDS:

Use this number for --

- a. General correspondence relating to decorations, awards, and honors that cannot logically be filed with the detailed records listed below: Destroy after 2 years.

672 General Awards Correspondence (84)  
COFF 31 Dec 84, DEST Jan 87

- b. Documents relating to decorations, awards, and honors that are received for information only, on which no action is required: Destroy when no longer needed for current operations.

672 General Awards Correspondence --  
Non-Action Documents  
DEST when no longer needed for current  
operations

672-5-1a

Unit award case files.

**KEYWORDS:**

Documents on recommending, reviewing, and approving or disapproving awards for units. Included in each case are approved or disapproved requests, certificates, and related information.

Destroy after 1 year.

672-5-1a Unit Award Case Files (84)  
COFF 31 Dec 84, DEST Jan 86

672-5-1b

Award ceremony files.

**KEYWORDS:**

Documents on presenting awards. Included are requests for troop support, diagrams, citations, and related information.

Destroy after 2 years.

672-5-1b Award Ceremony Files (84)  
COFF 31 Dec 84, DEST Jan 87

672-5-1c

Military award case files.

**KEYWORDS:**

PRIVACY ACT: A0718.OIDAPC

Documents on recommending, reviewing, and approving or disapproving military awards for individual soldiers. Included are requests and related information.

Destroy after 2 years.

672-5-1c Military Award Case Files (84)  
COFF 31 Dec 84, DEST Jan 87

**Note:** The two-year retention of these records applies only to the documentation retained at the level of the originating (recommending) unit, to which this regulation applies. The official record of the award is maintained (and retired) by the approving authority at a higher echelon.

680: PERSONNEL INFORMATION SYSTEMS

Prescribing Directive(s):

AR 680-1 Unit Strength Accounting and Reporting  
AR 680-31 Military Personnel Asset Inventory and Strength Reconciliation

These records concern the functions and procedures involved in personnel accounting, and reporting of data concerning military and civilian personnel. Records relating to SIDPERS are in the 600-8-series.

Number                      Description and Disposition

680                      GENERAL PERSONNEL INFORMATION SYSTEMS CORRESPONDENCE FILES.

KEYWORDS:

Use this number for --

a. General correspondence relating to personnel information systems that cannot logically be filed with the detailed records listed below; Destroy after 2 years.

680 General Pers Info Sys Corres. (84)  
COFF 31 Dec 84, DEST Jan 87

b. Documents relating to personnel information systems that are received for information only, on which no action is required; Destroy when no longer needed for current operations.

680 General Pers Info Sys Corres.--  
Non-Action Documents  
DEST when no longer needed for current operations

680-1a

Personnel suspense card files.

KEYWORDS:

Documents used by personnel offices to assure that personnel actions are done on time.

Transfer with MPRJ IAW AR 640-10; destroy on separation.

680-1a Pers Suspense Card Files  
Trf w/MPRJ; DEST on spn

680-1b

Military personnel register files.

KEYWORDS:

PRIVACY ACT: A0716.04aDAAG

Documents with signatures used to record absences, time of departure or arrival, individual authorizing absence, destination and address, length of absence, and similar information.

Destroy after 6 months.

680-1b Mil Pers Register Files (84)

(Jul - Dec)

COFF 31 Dec 84, DEST Jul 85

680-1c

Informational personnel files.

KEYWORDS:

PRIVACY ACT: A0703.01DAPC

Documents accumulated at various command levels exercising administrative jurisdiction or as a result of routing correspondence through normal channels. Included are copies of documents filed in the MPRJ, transmitting documents, and documents reflecting duty assignments and appointments, changes in personnel data, leave authorizations, branch transfers and details, authorizations for separate rations, wearing civilian clothing, and related information.

Destroy after 3 years, or destroy 1 year after transfer or separation of the individual (whichever is most convenient for the office maintaining the records).

680-1c Informational Personnel Files (84)

COFF 31 Dec 84, Trf RHA Jan 87, DEST

Jan 88

(or)

680-1c Informational Personnel Files

ACTIVE. PIF on trf or spn of individual

680-1c Informational Personnel Files (84)

INACTIVE. COFF 31 Dec 84, DEST Jan 86

680-31a

Army strength reporting files.

**KEYWORDS:**

Documents compiled to report actual or projected strength of the Army and various segments or categories thereof. Included are printouts and listings, Personnel Asset Inventories, ADP summaries, and related information.

Destroy when no longer needed for current operations.

680-31a Strength Reporting Files

DEST when no longer needed for current operations

700: LOGISTICS

Prescribing Directive(s):

AR 700-84 Issue and Sale of Clothing

These records pertain to logistics policies, procedures, and support covering supplies, equipment, and facilities in several different logistical areas. Records pertaining to a specific logistical function are placed in the appropriate 700-series.

Number                      Description and Disposition

700                      GENERAL LOGISTICS CORRESPONDENCE FILES.

KEYWORDS:

Use this number for --

a. General correspondence relating to logistics that cannot logically be filed with the detailed records listed below: Destroy after 2 years.

700 General Logistics Correspondence (84)  
COFF 31 Dec 84, DEST Jan 87

b. Documents relating to logistics that are received for information only, on which no action is required: Destroy when no longer needed for current operations.

700 General Logistics Correspondence --  
Non-Action Documents  
DEST when no longer needed for current  
operations

700-84a

Personal property accounting files.

KEYWORDS:

PRIVACY ACT: A1416.20DALO

Documents showing items of personal property of individuals absent without leave, in a desertion status, or sick in medical facilities. Included are inventories of personal property and related information.

Destroy 2 years after disposition of property.

700-84a Pers Property Acctg Files  
ACTIVE. PIF on disposition of property

700-84a Pers Prop Acctg Files (84)  
INACTIVE. COFF 31 Dec 84, DEST Jan 87

700-84b

ROTC commutation of uniform files.

KEYWORDS:

Documents on commutation of uniform funds received and disbursed for ROTC students. Documents are filed by academic class year. Included are control ledger card sheets and related documents. Note: The active period is 4 years for institutions drawing commutation for advanced students only.

Destroy 3 years after the end of the year in which commutation of uniforms for a class will no longer continue.

700-84b ROTC Commutation of Uniform  
Files  
ACTIVE. PIF on termination of commu-  
tation of uniform status for the class

700-84b ROTC Commutation of Uniform (84)  
Files.  
INACTIVE. COFF 31 Dec 84, Trf RHA Jan 87,  
DEST Jan 88

710: INVENTORY MANAGEMENT

Prescribing Directive(s):

AR 710-2                      Supply Policy Below the Wholesale Level  
DA Pam 710-2-series        Using Unit Supply System

These records concern control of supply items, including establishing and maintaining requisitioning objectives and maintaining inventory data on the quality, location, and condition of supplies and equipment due in, on hand, and due out, to determine the quantities of materiel available and/or required for issue; and to facilitate distribution ;and management of materiel.

Number                      Description and Disposition

710                      GENERAL INVENTORY MANAGEMENT CORRESPONDENCE FILES.

KEYWORDS:

Use this number for ---

a. General correspondence relating to inventory management that cannot logically be filed with the de-tailed records listed below: **Destroy after 2 years.**

710 General Inventory Correspondence (84)  
COFF 31 Dec 84, DEST Jan 87

b. Documents relating to inventory management that are received for information only, on which no action is required: **Destroy when no longer needed for current operations.**

710 General Inventory Correspondence --  
Non-Action Documents  
DEST when no longer needed for current  
operations

710-2a

Property book and supporting document files.

**KEYWORDS:**

Documents of the description, receipt, and turn-in of property for which the property book officer is accountable. Included are property books (installation or organization property record); documents showing issues of petroleum products and monthly abstracts of issues; receipts; turn-in slips; inventory adjustment reports; and other documents supporting entries to the property book.

Destroy after 2 years, except that (a) open document numbers in the supporting document file will be transferred to the current calendar year document file (see note following disposition of number 710-2b); and (b) DA Forms 3643 (Daily Issues of Petroleum Products) will be destroyed after 1 year (however, retain the monthly abstract, DA Form 3644, for 2 years).

710-2a Property Book/Supporting Document Files

ACTIVE. PIF upon zero balance

710-2a Daily POL Issues (84)

COFF 31 Dec 84, DEST Jan 86

710-2a Property Book/Supporting Document Files (84)

INACTIVE. COFF 31 Dec 84, DEST Jan 87

710-2b

Document register files.

**KEYWORDS:**

Registers listing the document number and type of supply action taken on documents that support entries to the property book. Included are document registers for supply actions and comparable forms.

Destroy after 2 years. (Note: At the end of the year, fiscal or calendar -- however the record is maintained -- the register becomes inactive and a new register is started. The old register is held in the CFA for 2 years; during that 2 years, any open transactions that are completed are closed out (posted) on the old, inactive register. At the end of the 2-year retention period, the open numbers (if any still exist) are transferred to the new document register, and the old, inactive register is then destroyed.

710-2b Document Register Files (84)

COFF 31 Dec 84, DEST Jan 87

710-2c

Hand receipt files.

KEYWORDS:

PRIVACY ACT: A1416.16DALO

Receipts relating to the loan and return of property and supplies. Included are hand receipts, requests, issue slips, turn-in slips, and related papers. Excluded are hand receipts for Soldier Issue Files, for which see number 710-2g below.

Destroy on return or other complete accounting for item involved. Note: Individuals may, at their discretion, request and receive the cancelled hand receipt for their own retention. In such case, the cancelled hand receipt becomes the individual's personal property and ceases to be an official Army record.

710-2c Hand Receipt Files DEST on rtn or other complete accounting for item
---

710-2d

Property record inspection and inventory reporting files.

KEYWORDS:

Documents relating to inspections and inventories (including annual, change of PBO, and cyclic) of unit property and property records. Included are reports, replies, and related documents.

PBO: File with 710-2a as supporting documents to the property book.

Unit Supply: Destroy after 1 year.

710-2d Property Record Inspection (84) and Inventory Reports COFF 31 Dec 84, DEST Jan 86
--

710-2e

Property officer designation files.

KEYWORDS:

PRIVACY ACT: A1416.05DALO

Documents that designate property officers. Included are letters or DF's of appointment, revocations, and related information.

Destroy 2 years after termination of appointment.

710-2e Property Officer Designation Files ACTIVE. PIF on termination of aptmt
---

710-2e Property Officer Designation (84) Files INACTIVE. COFF 31 Dec 84, DEST Jan 87
--

710-2f

Personal property accounting files. Rescinded -- see number 700-84a.

710-2g

Soldier issue files.

KEYWORDS:

PRIVACY ACT: A1416.16DALO, A1416.34DALO

Documents reflecting accountability for items signed for by individual soldiers. Records are maintained at unit level in a single, by-name folder for each soldier. Included are --

- a. Hand receipts for bedding, linen, foot lockers, and similar items issued by unit supply: Destroy on return or other complete accounting. Individuals may, at their discretion, request and receive the cancelled hand receipt for their own retention; in such case, the cancelled hand receipt becomes the individual's personal property and ceases to be an official Army record.
- b. Personal clothing records, consisting of DA Form 3078 and similar forms:
  - (1) CIIP: Destroy after 2 years.
  - (2) Active Army: Destroy after 6 months, provided inventory has been made without discrepancy.
  - (3) Reserve Components: Destroy on separation.
- c. Organizational Clothing and Equipment (OCIE) records, consisting of DA Forms 3645 and similar forms:
  - (1) Issue Point: Destroy 6 months after transfer of individual or other relief from accountability.
  - (2) Unit: Forward to gaining organization on transfer; destroy on separation.

Note: When 710-2g, Soldier Issue Files, is used at the unit supply level, prepare a dummy folder for the beginning of the series as illustrated below. The label of the dummy folder shows all three of the disposition instructions; the individual folders that follow need only show the identifying data of the soldier concerned.

Smith, William J.

Rodriguez, Llano P.

Knight, Harold G. Jr.

Babcox, Louise S.

Adams, Charles P. III

710-2g Soldier Issue Files

ACTIVE. PIF or destroy as indicated:

HR - DEST on rtn or other complete acctg  
for items. 3078 - DEST after 6 months.  
3645 - Fwd to gaining orgn on trf; DEST  
on spn

shut)

710-2h

Access control records.

**KEYWORDS:**

Information used to maintain accountability for keys, inventory keys and locks, and to record entry into containers or vaults. These records are used in the physical security of conventional arms, ammunition, explosives, and medically-sensitive materiel storage programs. Included are --

- a. Key control registers: Destroy 90 days after return of all keys.

710-2h Key Control Registers  
ACTIVE. PIF on return of all keys

710-2h Key Control Registers (84)  
(Oct - Dec)  
INACTIVE. COFF 31 Dec 84, DEST Apr 85

- b. Key and lock inventory records: Destroy after 1 year.

710-2h Key/Lock Inventories (84)  
COFF 31 Dec 84, DEST Jan 86

- c. Forms used to record entry into vaults or containers: Destroy upon completion of first entry on new form. Note: No file label is appropriate for this. At the time the first entry is made on the new form, simply destroy the previous form.

Property loss, theft, and recovery reporting files.

**KEYWORDS:**

Weapon inventories; also, reports relating to loss, theft, and recovery of firearms, ammunition, and related items.

Weapon inventories: Destroy after 1 year.

710-2i Weapon Inventories (84)  
COFF 31 Dec 84, DEST Jan 86

Loss, theft, and recovery reports: Destroy 1 year after recovery of item or after 5 years, whichever is first. Retain in CFA.

710-21 Property Loss, Theft, and Recovery  
Files  
ACTIVE. PIF on recovery of item

710-21 Property Loss, Theft, and (84)  
Recovery Files  
INACTIVE. COFF 31 Dec 84, DEST Jan 86

(OR)

710-21 Property Loss, Theft, and Recovery  
Files - NOT RECOVERED  
DEST after 5 years in CPA

735: PROPERTY ACCOUNTABILITY

Prescribing Directive(s):

AR 735-11 Accounting for Lost, Damaged, and Destroyed Property

These records concern accounting for lost, damaged, and destroyed property, and fixing responsibility therefor.

Number                      Description and Disposition

735                      GENERAL PROPERTY ACCOUNTABILITY CORRESPONDENCE FILES.

KEYWORDS:

Use this number for ---

- a. General correspondence relating to property accountability that cannot logically be filed with the detailed records listed below: Destroy after 2 years.

735 General Property Acct. Corres. (84)  
COFF 31 Dec 84, DEST Jan 87

- b. Documents relating to property accountability that are received for information only, on which no action is required: Destroy when no longer needed for current operations.

735 General Property Acct. Corres. --  
Non-Action Documents  
DEST when no longer needed for current  
operations

735-11a Report of survey files.

KEYWORDS:

Reports that describe the circumstances, and recommend action concerning the loss, damage, or destruction of Government property. Included are reports of survey and supporting information.

Reports involving pecuniary liability: Destroy 5 years after completion of final action (office taking final action).

735-11a Report of Survey Files  
ACTIVE. PIF on final action

735-11a Report of Survey Files (84)  
INACTIVE. COFF 31 Dec 84, Trf RHA Jan 87,  
DEST Jan 90

Other reports: Destroy 3 years after completion of final action.

735-11a Report of Survey Files - Other  
ACTIVE. PIF on final action

735-11a Report of Survey (84)

Files - Other  
INACTIVE. COFF 31 Dec 84, Trf RHA Jan 87,  
DEST Jan 88

735-11b

Report of survey control register files.

KEYWORDS:

Registers and related documents maintained to control reports of survey.

Destroy after 5 years.

735-11b Report of Survey Registers (84)  
COFF 31 Dec 84, Trf RHA Jan 87, DEST  
Jan 90

735-11c

Relief from responsibility (liability admitted) files.

KEYWORDS:

Retained unit copies of statements of charges or cash collection vouchers on property which has been lost, damaged, or destroyed, and for which liability is admitted by the responsible individual. Includes DD Form 1131 (Cash Collection Voucher), DD Form 362 (Statement of Charges), and similar forms and records. Does not include those copies of forms that support entries to the property book, which are filed under 710-2a.

DD Form 1131: Destroy 3 months after completion of collection action.

735-11c Relief from Responsibility  
Files (DD 1131)  
ACTIVE. PIF on completion of coll-  
ection action

735-11c Relief from Responsibility (84)  
Files (DD 1131) (Oct - Dec)  
INACTIVE. COFF 31 Dec 84, DEST Apr 85

DD Form 362: Destroy 3 months after verification that all amounts have been collected from soldier's pay.

735-11c Relief from Responsibility  
Files (DD 362)  
ACTIVE. PIF on verification that all  
amounts have been collected

735-11c Relief from Responsibility (84)  
Files (DD 362) (Oct - Dec)  
COFF 31 Dec 84, DEST Apr 85

738: MAINTENANCE MANAGEMENT

Prescribing Directive(s):

DA Pam 738-750 The Army Maintenance Management System (TAMMS)

These records concern actions taken to retain materiel in a serviceable condition or to restore it to serviceability. Maintenance actions include inspection, testing, servicing, classification as to serviceability, repair, rebuild, and reclamation. Also included are activities and operations responsible for maintenance functions.

Number                      Description and Disposition

738

GENERAL MAINTENANCE MANAGEMENT CORRESPONDENCE FILES.

KEYWORDS:

Use this number for --

- a. General correspondence relating to maintenance management that cannot logically be filed with the detailed records listed below: Destroy after 2 years.

738 General Maint Management Corres. (84)  
COFF 31 Dec 84, DEST Jan 87

- b. Documents relating to maintenance management that are received for information only, on which no action is required: Destroy when no longer needed for current operations.

738 General Maint Management Corres. ---  
Non-Action Documents  
DEST when no longer needed for current  
operations

738-750a

Maintenance summary and management files.

**KEYWORDS:**

Documents relating to data summaries of maintenance management operations and functions. These include reports, summaries, listings, tabulations, machine runs, control copies, and supporting data dealing with such areas as forecasting workloads; scheduling and routing work flow; work time standards; cost and quality control; operation and equipment improvement; cost, time, and labor use; repairs, services and parts; MWO progress by end item or WO number; equipment status, improvement, inventory, and deadline data; combined maintenance and parts failure; materiel readiness, and related information.

Consolidated reports and summarizations: Destroy when no longer needed for current operations.

738-750a Maintenance Summary/Mgmt Files --  
Consolidated Reports/Summaries  
DEST when no longer needed for current  
operations

Feeder reports: Destroy on extraction of data.

738-750a Maintenance Summary/Mgmt Files --  
Feeder Reports  
DEST on extraction of data

Other reports: Destroy when no longer needed for current operations.

738-750a Maintenance Summary/Mgmt Files--  
Other Reports  
DEST when no longer needed for current  
operations

738-750b

Maintenance request files.

**KEYWORDS:**

Documents which request maintenance services, report completion of MWOs, record maintenance performed, report receipt of defective materiel, and submit equipment improvement recommendations. A single form is prescribed for use as a work request, modification completion report, equipment improvement recommendation, and in recording two or all three of these functions. Related records include transfer and rejection memoranda, property issue and turn-in slips, labor time tickets, and similar information.

Dispose of in accordance with DA Pam 738-750.

738-750b Maintenance Request Files  
Dispose of IAW DA Pam 738-750

738-750c

Historical record or logbook files.

**KEYWORDS:**

DA Pam 738-750 prescribes the use of equipment logbooks and maintenance records. This record begins when the equipment is delivered; it is identified and goes with the equipment until it is dropped from the Army inventory. The maintenance documents provide commanders with current data on equipment condition and readiness. Also, these records provide maintenance workers with data on past maintenance so they can quickly determine the next needed maintenance. DA Pam 738-750 provides for the following: Lists the forms that comprise the historical record; provides transfer and disposition instructions for the forms; outlines disposition or transfer procedures for documents related to equipment involved in the Military Assistance Program, and lists each type of equipment for which a historical file is to be created and maintained.

Dispose of in accordance with DA Pam 738-750.

738-750c Historical Record/Logbook Files  
Dispose of IAW DA Pam 738-750

738-750d

Maintenance request register files.

KEYWORDS:

Documents (usually registers) used to record and control maintenance work.

Destroy 6 months after last entry.

738-750d Maint Request Register Files  
ACTIVE. PIF on last entry.

738-750d Maint Request Register (84)  
Files (Jul - Dec)  
INACTIVE. COFF 31 Dec 84, DEST Jul 85

738-750e

Exchange tag files.

KEYWORDS:

Documents (usually tags) used as receipts for replacement of parts or components.

Destroy on return or issue of related equipment.

738-750e Exchange Tags  
ACTIVE. DEST on return or issue  
of equipment

738-750f

Preventive maintenance schedules.

KEYWORDS:

Documents used for scheduling periodic preventive maintenance services, load tests, and calibration of assigned equipment. This schedule should be transferred with the related equipment.

Destroy after transferring the information to other records, or on disposition of related equipment, whichever is first.

738-750f PM Schedules  
DEST on trf of info to other  
records or on disposition of  
related equipment

738-750g

Equipment inspection and maintenance worksheet files.

**KEYWORDS:**

Documents reflecting preventive maintenance inspection services; diagnostic checkouts; and spot-check inspection of equipment.

Destroy on posting to related equipment logbook, on entering deficiencies on a new form, or on completion of next serviceability check or test, as applicable.

738-750g Equipment Inspection/Maintenance  
Worksheet Files

DEST on posting to logbook, on entry onto  
new form, or on completion of next check  
or test

870: HISTORICAL ACTIVITIES

Prescribing Directive(s):

AR 870-5 Military History Responsibilities, Policies and Procedures

These records concern organizational history, lineage, and honors.

Number                      Description and Disposition

870                      GENERAL HISTORICAL ACTIVITIES CORRESPONDENCE FILES.

KEYWORDS:

Use this number for --

- a. General correspondence relating to historical activities that cannot logically be filed with the detailed records listed below: Destroy after 2 years.

870 General Historical Correspondence (84)  
COFF 31 Dec 84, DEST Jan 87

- b. Documents relating to historical activities that are received for information only, on which no action is required: Destroy when no longer needed for current operations.

870 General Historical Correspondence --  
Non-Action Documents  
DEST when no longer needed for current  
operations

870-5a

Organizational history files.

KEYWORDS:

Documents reflecting the organizational history as described in AR 870-5. Included are unit history and annual supplements; copies of lineage and honors certificates; data on organizational flags, coats of arms, and distinctive insignia; citations for organizational decorations; newspaper, book, and magazine clippings; unframed photographs, pictures, certificates, letters, programs, and other data relating to historical ceremonies and organizational traditions; names and social security numbers of all commanders and dates of changes or assumptions of command; copies of letters and orders pertaining to activations, inactivations, redesignations, reorganizations, reductions to zero strength, assignments, attachments, detachments, entry into or release from active military service; and other documents of value to the specific organization.

Permanent. Transfer to HQDA (DAMH-HSR) WASH DC 20314 when the unit is discontinued, disbanded, inactivated, or reduced to zero strength. They may also be transferred if the unit is temporarily unable to provide proper care for them.

870-5a Organizational History Files

Perm. Trf to HQDA (DAMH-HSR) on discontinuance, inactivation, or reduction to zero strength

## APPENDIX B

## RECORD CENTERS AND MAJOR STORAGE AREAS

This appendix identifies the record centers and major storage areas to which users of this regulation may have occasion to send inactive records. The installation or activity records manager should be consulted if more information is needed.

<u>Name/address of record center or major storage area</u>	<u>Type of records maintained</u>
1. WASHINGTON NATIONAL RECORDS CENTER a. For shipments by USPS: Washington, DC 20409 b. For common carrier shipments: 4205 Suitland Road Suitland, MD 20023	All Army records which are eligible for retirement to a record center, unless a different disposition is specified in appendix A.
2. NATIONAL PERSONNEL RECORDS CENTER, GSA (Military Records) 9700 Page Boulevard St. Louis, MO 63132	File number 680b.
3. USA RESERVE COMPONENTS PERSONNEL AND ADMINISTRATION CENTER 9700 Page Boulevard St. Louis, MO 63132	File numbers 140-185a and 145-1d.
4. Oversea command record holding areas: a. US Forces Support District (Norddeutschland) ATTN: OCRHA APO NY 09069 b. OCRHA Korea APO SF 96259 c. USARJ OCRHA APO SF 96343	All files designated for transfer under chapter 5, this regulation.

## APPENDIX C

## REFERENCES

Required Publications:

- AR 340-21                   The Army Privacy Program. Cited in paragraphs 8-1c and 9-2c(2) (a).
- AR 380-5                    Department of the Army Supplement to DODISPR. Cited in paragraphs 8-1a and 9-2c(9) (b).

Related Publications:

- AR 37-104-3                Military Pay and Allowances Procedures.
- AR 40-66                    Medical Records and Quality Assurance Administration.
- AR 145-1                    Senior ROTC Program Organization, Administration, and Training.
- AR 310-2                    Identification and Distribution of DA Publications.
- AR 310-10                   Military Orders.
- AR 310-50                   Authorized Abbreviations and Brevity Codes.
- AR 340-2                    Maintenance and Disposition of Records for TOE and Certain Other Units of the Army
- AR 340-17                   Release of Information and Records from Army Files.
- AR 340-18-series            The Army Functional Files System (TAFFS).
- AR 340-20                   Office Copiers.
- AR 340-22                   The Army Micrographics Program.
- AR 380-13                   Acquisition and Storage of Information Concerning Nonaffiliated Persons and Organizations.
- AR 15-6                     Procedures for Investigating Officers and Boards of Officers

Related Publications (Continued):

AR 600-31	Suspension of Favorable Personnel Actions for Military Personnel in National Security Cases and Other Investigations or Proceedings.
AR 604-10	Military Personnel Security Program.
AR 635-10	Processing Personnel for Separation.
AR 640-10	Individual Military Personnel Records.
AR 870-5	Military History Responsibilities, Policies and Procedures.
TM 38-750	The Army Maintenance Management System (TAMMS).
DA Pam 600-8-series	MILPO Procedures / SIDPERS Users' Manuals.

The proponent agency of this test regulation is The Adjutant General's Office. Users are invited to submit comments and suggested improvements as prescribed by test instructions, which will be furnished separately.

By Order of the Secretary of the Army:

Official:

ROBERT M. JOYCE  
Major General, United States Army  
The Adjutant General

JOHN A. WICKHAM, JR.  
General, United States Army  
Chief of Staff

DISTRIBUTION: Special.



DEPARTMENT OF THE ARMY  
OFFICE OF THE ADJUTANT GENERAL  
ALEXANDRIA, VA 22331

REPLY TO  
ATTENTION OF

DAAG-AMR-P

SUBJECT: Pilot Study of The Modern Army Record-keeping System  
(MARKS)

Commander  
US Army Armor Center and Fort Knox  
ATTN: ATZK-DI-S/WO1 Dean  
Fort Knox, KY 40121

1. The Office of The Adjutant General is conducting a one-year pilot study of a new record-keeping system, MARKS, which will eventually replace The Army Functional Files System (TAFFS) for the entire Army. The pilot study is being conducted in 5th Battalion, 73rd Armored Regiment, Fort Knox, Kentucky. As your office conducts food service inspections of the 5/73 Consolidated Dining Facility, this letter is to provide you with some details of the system as it affects record-keeping in food service facilities.

2. Under MARKS (see information packet at Incl # 1), records are identified with the same number as the directive, usually an Army Regulation, which prescribes that they be created, maintained, and used. Under this concept, records relating to operation of dining facilities are numbered 30-1, with an alpha suffix to distinguish among several different types of records prescribed by AR 30-1; records on unsatisfactory subsistence are numbered 30-16; and so forth. SFC Ardoin, NCOIC of 5/73 Consolidated Dining Facility, is using the new record-keeping system and has converted his records accordingly.

3. At Inclosure # 2 is a copy of the prototype filing regulation being used by 5/73 Armor; it is furnished strictly for your information. If you have any questions on how food service records are identified under MARKS, please call the Project Officer, John Vos, at AUTOVON 221-0313.

FOR THE ADJUTANT GENERAL:

2 Incls  
as

*/SIGNED/*  
JOHN HENRY HATCHER, Ph.D.  
Archivist of the Army

cf: Mr. Smith, Ft Knox RMO (w/o incls)  
SFC Lane, AG Section, 194 Bde (w/o incls)

Encl # 8 to Chapter 6

8 SEP 1983  
JOHN HENRY HATCHER, PHD  
Archivist of the Army

8 SEP 1983

JOHN HENRY HATCHER

MARKS Historical File



DEPARTMENT OF THE ARMY  
OFFICE OF THE ADJUTANT GENERAL  
ALEXANDRIA, VA 22331

REPLY TO  
ATTENTION OF

13 JUN 1984

DAAG-AMR-P/MARKS

SUBJECT: Impact of MARKS on Skill Qualification Testing

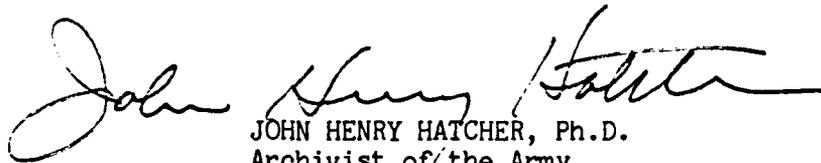
SEE DISTRIBUTION

1. During the course of the year-long pilot of the Modern Army Record-keeping System (MARKS) at 5th Bn, 73rd Armor, Fort Knox, KY, concern has been voiced by several officials about whether members of 5/73 Armor with MOS 71L would be at a disadvantage in taking the SQT because of being tested on TAFFS while actually using MARKS.

2. We have had discussions with Mr. King, US Army Institute of Personnel and Resource Management, Fort Benjamin Harrison, IN 46216, who is the proponent of the SQT for 71L and several related MOS's. We have been assured that those portions of the SQT for 71L that deal with filing system cover areas that are the same between TAFFS and MARKS, i.e., computation of cutoff, transfer, and destruction dates. The difference in file numbers between TAFFS and MARKS will not have a bearing on those areas that are addressed in the SQT.

3. The above is furnished for your information. Point of contact is John Vos, MARKS Project Officer, HQDA (DAAG-AMR-P), Alexandria, VA 22331, AUTOVON 221-0440 or 221-0313.

FOR THE ADJUTANT GENERAL:

  
JOHN HENRY HATCHER, Ph.D.  
Archivist of the Army

DISTRIBUTION: 1 each --

Cdr, USA TRADOC  
ATTN: DCSPAL/MG Ono  
Fort Monroe, VA 23651 (thru Ms. Thompson, ATPL-AOR)

Cdr, USAARMC & Ft Knox  
ATTN: AG/LTC Tugwell and Ch, Admin Svcs/Ms. Poore  
Fort Knox, KY 40121 (thru Mr. Smith, ATZK-AG-AR)

Cdr, USA FORSCOM  
ATTN: AFAG-ASR/Mr. Nuttall  
Fort McPherson, GA 30330

Encl # 9 to Chapter 6

## DRAFT FINAL REPORT

Pilot study of Modern Army Record-keeping System (MARKS) at  
5th Bn, 73rd Armored Regiment, 194th Brigade, Fort Knox, KY, Jul 83 - Jun 84

-----

### Chapter 7

#### Problems Faced During Course of Pilot

1. The prototype regulation used in the pilot, AR 340-XX (Test), could not be professionally set in type and printed because of the small volume (50 copies) required to begin the pilot. As a result, the entire regulation was keyed onto floppy disk with in-house resources, printed out, and run off by Defense Printing Service in 50 copies. Likewise, all graphics work was done in-house.

2. The pilot unit was absent from Fort Knox for two extended periods for training during this year (National Training Center, Fort Irwin, California, October and November of 1983; and Fort Drum, New York, January and February of 1984). The MARKS Team made two visits to Fort Knox during these periods to deal with the installation headquarters pilot of MARKS; had the battalion been in garrison during these periods, the total number of assistance visits to 5/73 Armor would have been eight instead of six.

3. The rate of personnel turn-over in 5/73 Armor during this year, as concerns those involved in the pilot, was high. Of the 22 individuals who received training in June 1983, only four were still (a) in the battalion, and (b) in positions involving maintenance of records at the conclusion of the pilot (MSG Beck, BMO; SGT Pruiett, Co. B (now in S-4); SP4 Mishler, Co. C; and SP4 McCanick, CSC). In most cases, the change in personnel did not result in a lack of continuity for the pilot project because the departing individual explained it to this successor. In two cases, however, there was no passing on of this information (PAC and S-3; see paragraph 6, Encl # 6 to Chapter 6 and paragraphs 2 and 3, Encl # 5 to Chapter 6).

## DRAFT FINAL REPORT

Pilot study of Modern Army Record-keeping System (MARKS) at  
5th Bn, 73rd Armored Regiment, 194th Brigade, Fort Knox, KY, Jul 83 - Jun 84

-----

### Chapter 8

#### Closing Out the Pilot at 5/73 Armor

1. The pilot of MARKS at 5th Battalion, 73rd Armored Regiment ended on 30 June 1984. The MARKS Project Officer performed TDY to Fort Knox during the period 1 - 3 July 1984 for the purpose of concluding the pilot. The trip report covering this visit is at Enclosure # 6 to Chapter 6.

2. Accompanied by Mr. Smith, Fort Knox RMO, the MARKS Project Officer visited each files station in the battalion on 2 and 3 July 1984. At each location the following was done:

a. We advised the participant that, although the pilot was concluded, he would continue to use MARKS (in place of TAFSS) as his record-keeping system until such time as MARKS is implemented throughout TOE units Army-wide.

b. We instructed each participant that, because the pilot ended in the middle of a record-keeping year, he would continue his current files to 31 December 1984 (instead of cutting them off and destroying, holding, or retiring them as of 30 June 1984).

c. We furnished each participant with a preprinted set of file labels to assist in the conversion from a 30 June 1984 cutoff to a 31 December 1984 cutoff.

d. We administered a questionnaire to each participant to record perceptions of MARKS vis-a-vis TAFSS.

e. We examined the actual records being maintained at each files station (exception: classified records of S-2 were not examined).

f. Discussed record-keeping in general with the participant and asked if any problems had been encountered.

g. Made on-the-spot correction of minor deficiencies where needed.

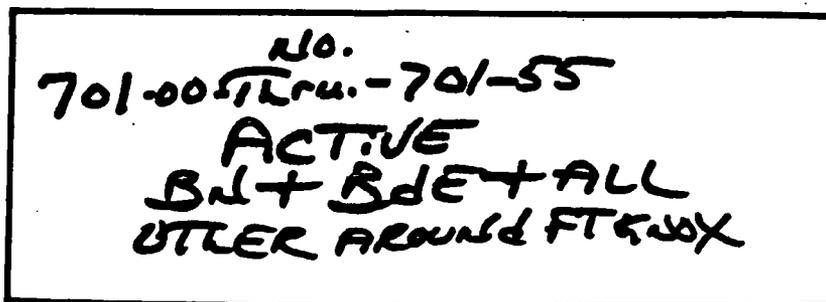
h. We advised each participant that TAGO would continue to support 5/73 Armor by keeping the test regulation (AR 340-XX) current until MARKS is adopted for Army-wide use.

i. Advised each participant that he could continue to call on the MARKS Project Officer or the Fort Knox Records Manager for assistance at any time, even though the pilot has been concluded.

Chapter 8  
Closing Out the Pilot at 5/73 Armor (Continued)

3. Two problems, both related to the high rate of personnel turnover in 5/73 Armor, surfaced during this final round of visits to battalion personnel:

a. On visiting the PAC, it became apparent that they had strayed from the MARKS concept to a considerable degree. Administrative records of the PAC were being kept in a single-drawer (field-type) record box and were in folders which had been consecutively numbered from "701-00" through "701-55." This label was on the front of the file container:



A rectangular box containing handwritten text in black ink. The text is arranged in several lines: "No." at the top, followed by "701-00 thru - 701-55", then "ACTIVE", "BUT BDET + ALL", and "UTLER AROUND FT & BOX".

b. When the 5/73 Armor pilot began, PFC de Jesus was the individual responsible for record-keeping in the PAC; he attended the training and understood the MARKS concept, and the PAC records were properly identified and aligned by prescribing directive number. At a point about six months into the pilot, however, PFC de Jesus departed on PCS and was followed in this position by an interim replacement, one SP4 Hardy, who was not a 71L and was assigned to the job temporarily from elsewhere within the battalion to keep the paper flowing pending assignment of a permanent replacement. SP4 Hardy, upon seeing the MARKS set-up and not understanding it, set up his own hybrid filing system (701-00 thru 701-55). PFC Flint A. Johnston, who arrived about three months ago, commenced filing records and documents into the 701-00/701-55 scheme; the files which had originally been set up under MARKS were in another one-drawer files container, which had been set aside and into which no records were being filed.

c. In order to bring the PAC back into line, the MARKS Project Officer and Mr. Smith spent four hours each with PFC Johnston on Tuesday, 3 July 1984, going over the MARKS concept with him (and to some extent with SGT Wilkerson, the PAC Supervisor). Following that we removed all documents and records from both the 701-00/701-55 file and the original MARKS file, segregated and classified all records from both containers, placed them into new folders with new file labels under MARKS (with 31 December 1984 cutoff vice 30 June 1984), sequenced them into a single drawer, prepared a correct drawer label, and drew up a two-page List of File numbers for the PAC (copy at Enclosure # 1 hereto). This action established a positive filing base for the PAC that was, as of the

Chapter 8  
Closing Out the Pilot at 5/73 Armor (Continued)

close of the pilot, understood by PFC Johnston, SGT Wilkerson, and others in the PAC, and should serve the PAC well in the future. We also arranged for a follow-on assistance visit by Mrs. Sandra Johnson of Mr. Smith's staff for the following week.

d. During the course of this assistance to the PAC (on 3 July 1984) we also did the following:

(1) The PAC was keeping reproduced copies of status reports of deadlined equipment which had been furnished by BMO. These reports had accumulated for a period of over two years, were taking up a considerable amount of space in a room where space is at a premium, and were of questionable value. Investigation revealed that BMO periodically forwarded the copies to Battalion Headquarters for the Executive Officer's information so that the XO would know the battalion's equipment status at all times. This procedure had apparently been requested by MAJ Manza, then-XO; when he had noted and initialled the reports, they would be sent to the PAC and filed. At the time of this visit MAJ Manza had departed on PCS and been replaced by MAJ Ritter in the XO position. The MARKS Project Officer explained the situation to MAJ Ritter and received his concurrence that these "convenience" copies of deadline reports can be destroyed as soon as he has noted them; they need not be filed in the PAC because the record copy is retained at BMO and, should a question come up, the BMO record copy would suffice to furnish an answer.

(2) The battalion's historical files, about five manila file folders, were being kept in the PAC along with all other PAC records. These are permanent records which remain with the battalion as long as it is active (unless a situation occurs where the battalion is unable to maintain and care for them, in which case they may be forwarded to the Chief of Military History for storage and safekeeping). These historical folders were given to the Sergeant Major for safekeeping; the possibility of their being inadvertently destroyed or lost is much less if they are kept with the Adjutant or Sergeant Major than with the PAC, where a lot of transitory records are processed on a daily basis. Also, some of the records in the historical file are in danger of disintegrating, having been produced years ago on Thermofax or other poor-quality paper; these need to be protected with Mylar or other plastic sheets.

e. The other problem during this final visit was in the S-3. Our point of contact had been MSG Richard J. Serna, the Operations NCO of S-3; however, at this visit, MSG Serna was on recuperation leave following hospitalization and had announced his intent to retire from active duty. He was not expected to return to duty at 5/73 Armor; there was, in fact, no replacement on board or expected for some time. The S-3 has no clerical or administrative personnel assigned; their area of expertise is in training and operations rather than record-keeping. After discussing the situation with the Acting Operations NCO, we finally talked to an SFC Robertin who had just arrived in the battalion three days earlier, and was just beginning his

Chapter 8  
Closing Out the Pilot at 5/73 Armor (Continued)

duties. It was to him, as an interim measure, that we passed all the instructions that we had given on this visit to the other members of the battalion so that when an individual was on board who would have responsibility for the files, that individual would have some idea of what was going on with MARKS as opposed to TAFFS. We also asked SFC Robertin to have that individual get in touch with us at the time of entering on duty so that we (either Mr. Smith or the MARKS Project Officer) could brief him further. We did look at the S-3 files, which are set up under MARKS; there was a considerable intermingling of active and inactive records within the area of 350-1a, Training Schedule and Inspection Files. However, absent an individual to do the detailed work of separating them out, we decided to leave them as is for the time being.

4. Copies of the final questionnaire referred to in paragraph 2d above are in the document package at Enclosure # 2 to this chapter. The results of the final questionnaire are summarized here:

a. Questionnaires administered: Eleven (11).

b. Areas covered: Legal Clerk; S-2; S-4; Bn Mail Room; Bn Consolidated Dining Facility; Bn Maintenance Office; HHC Supply; CSC Supply; Co A Supply; Co B Supply, and Co C Supply.

c. Responses:

Q: Before coming to 5/73 Armor, did you use TAFFS?

A:  Yes  No  Not Applicable

Q: Did you have any problems with TAFFS?

A:  Yes  No  N/A - did not use TAFFS

Q: During this test period, have you found MARKS to be ...

Easier than TAFFS for filing?  
 Harder than TAFFS for filing?  
 About the same as TAFFS for filing?  
 N/A - did not use TAFFS

Chapter 8  
Closing Out the Pilot at 5/73 Armor (Continued)

Q: During this test period, have you found MARKS to be ...

- 7 Easier than TAFFS for retrieving?
- 0 Harder than TAFFS for retrieving?
- 0 About the same as TAFFS for retrieving?
- 4 N/A - did not use TAFFS

Q: Have the record series in MARKS covered everything that you have to file in your day-to-day duties?

A:  11 Yes  0 No

Q: If you had your choice, would you ...

- A:  11 Stick with MARKS?  
 0 Go back to TAFFS?  
 0 No opinion, or makes no difference?

Q: Has the new "General Correspondence" category been ...

- A:  10 Helpful as a "parking place" for hard-to-file documents?  
 0 Not helpful?  
 1 No opinion?

Chapter 8  
Closing Out the Pilot at 5/73 Armor

Q: Respondents were asked to identify the general subject area covered in each of a series of administrative publications (AR's and DA Pamphlets). Responses are recorded as follows:

Element	# of Questions	# Correct	# Incorrect	# Didn't Know
Legal Clerk	6	4	0	2
S-2	3	3	0	0
S-4	3	3	0	0
Bn Mail Room	2	2	0	0
Dining Facility	3	1	0	2
Bn Maintenance	2	2	0	0
HHC Supply	3	2	1	0
CSC Supply	3	2	0	1
Co A Supply	3	2	0	1
Co B Supply	3	2	0	1
Co C Supply	3	2	0	1
Totals.....	34	25	1	8
Percentages....	100%	73%	3%	24%

(Results of questionnaire continued on next page...)

Chapter 8  
Closing Out the Pilot at 5/73 Armor (Continued)

Q: Respondents were then asked to associate a prescribing directive (AR or DA Pam) with each of a series of hypothetical documents to be filed in their respective functional areas. Responses are recorded as follows:

Element	# of Questions	# Correct	# Incorrect	# Didn't Know
Legal Clerk	6	4	0	2
S-2	3	3	0	0
S-4	5	4	0	1
Mail Room	3	3	0	0
Dining Facility	4	1	0	3
Bn Maintenance	3	3	0	0
HHC Supply	5	5	0	0
CSC Supply	5	3	2	0
Co A Supply	5	5	0	0
Co B Supply	5	4	1	0
Co C Supply	5	5	0	0
Totals....	49	40	3	6
Percentages..	100%	81%	7%	12%

Chapter 8  
Closing Out the Pilot at 5/73 Armor (Continued)

Q: Respondents were afforded the opportunity to make any general comments about MARKS; seven participants out of 11 did so. These responses are recorded here:

"It is easy to find a file number in the regulation; the regulation is easy to use."

"MARKS should be adopted as the general filing regulation for the entire Army."

"Good system. The sooner it is implemented in the Army, the better."

"The system helps you to know where specific records are. Good system."

"I like the system. I can find a place to file everything properly."

"MARKS is a lot easier and a lot clearer to follow than TAFFS."

"MARKS is easy to use. TAFFS was complicated and arbitrary; MARKS makes more sense."

5. Except for preparation, staffing, review, approval, and publication of the final report, the above actions concluded the pilot of MARKS at 5th Battalion, 73rd Armored Regiment, Fort Knox, Kentucky.

PAC, 5TH BN, 73RD ARMORED REGIMENT

LIST OF FILE NUMBERS

<u>Number</u>	<u>Title</u>	<u>Privacy Act</u>
1-21a	Office Space Assignment Files	
10-1a	Organization Files	
20-1a	Inspector Generals' Inspection Files	
20-1d	Physical Inspection Files	
37-2a	Office Financial Files	
37-101a	Signature Card Files	
37-101-1a	Transmittal Letter Files	
37-101-1e	Miscellaneous MPV Files	
37-103a	Collection Voucher Files	
37-104-3a	Personal Financial Record Files	A0305.10aDACA
105-1a	Office Message Reference Files	
190-40a	Serious Incident Reporting Files	A0508.24aDAPE
210-10a	Departure Clearance Files	A0706.02DAAG
220-1a	Unit Status Reporting Files	
220-1b	Personnel Readiness Files	
220-15a	Daily Journal/Staff Journal Files	
220-45a	Duty Reporting Files	
220-45b	Duty Roster Files	
310-2a	Housekeeping Instruction Files	
310-2b	Policy and Precedent Files	
310-10a	Personnel-type Order Files	
310-10b	Permanent Order Background Files	
310-10c	Permanent Order Record Set	
310-49a	Activation and Status Change Files	
340a	Office Management Files	
340b	Officer Service and Supply Files	
340c	Office Property Record Files	
340d	Reading Files	
340-XXa	Office Lists of File Numbers	
340-XXb	Office Record Transmittal Files	
340-3a	Office Mail Control Files	
340-4a	Filing Equipment Files	
340-8a	Word Processing Equipment Files	
340-17a	FOIA Administrative Files	
340-17b	FOIA Request Files	A0239.01DAAG
340-20a	Office Copier Files	
340-21a	Privacy Act Report Files	
340-21b	Privacy Disclosure Accounting Files	
350-1b	Physical Fitness Training Files	
350-1d	Training Operation Files	A1002.02aTRADOC
350-37a	SQT Files	
350-37a	CTT Files	
380-5b	Security Inspection and Survey Files	
385-10d	Safety Awareness Files	
600a	Office Personnel Register Files	
600b	Office Personnel Locator Files	
600d	Job Description Files	
600g	Temporary Duty Travel Files	
600h	Office Military Personnel Files	A0102.13DAPC
600-8a	Individual Personnel Change Files	A0703.01aDAPC
600-8b	Personnel Information System Rept. Files	A0715.06aDAPC
600-8d	Personnel Data Card Files	A0715.01aDAPC
600-9a	Weight Control Files	A0102.13DAPC
600-10a	Casualty Case Files	A0726.06DAAG
600-21a	EO Reporting Files	
600-21b	EO Survey Files	
600-21c	EO Complaint Files	A0614.03aDAPE

List of file numbers  
 PAC, 5/73 Armor  
 (Continued)

<u>Number</u>	<u>Title</u>	<u>Privacy Act</u>
600-31a	Personnel Action Suspension Rept. Files	
600-33a	Line of Duty Files	A0708.18aDAAG
600-46a	Military Personnel Survey Files	
600-50a	Standard of Conduct Files	
600-55a	Operator's Exam/Qualification Record Files	A1207.08aDAPE
600-85a	Alcohol/Drug abuse Management Files	
600-85b	Alcohol/Drug Abuse Council Meeting Files	
600-85c	Alcohol/Drug Abuse Statistical Files	
600-200a	MOS Classification Board Proceeding files	
600-200b	Promotion Eligibility Roster Files	
600-200c	Promotion Board Proceedings Files	
600-200d	Promotion Eligibility Determination Files	
600-200e	Enlisted Promotion Files	
608-15a	Savings Bond Reporting Files	
630-5a	Leave of Absence Files	
630-5b	Leave Control Log Files	
630-10a	AWOL and Desertion Files	
640-3a	Military ID Card Application Files	A0509.02aDAAG
640-3b	ID Card Register Files	
640-3c	ID Card Requisition Files	
640-10b	Qualification Record Extract Files	
672-5-1a	Unit Award Case Files	
672-5-1b	Award Ceremony Files	
672-5-1c	Military Award Case Files	A0718.01DAPC
680-1a	Personnel Suspense Card Files	
680-1b	Military Personnel Register Files	A0716.04aDAAG
680-1c	Informational Personnel Files	A0703.01DAPC
680-31a	Army Strength Reporting Files	

-----  
 List prepared by  
 ATZK-AG-AR, Mr. Smith, tel. 4-1945  
 and  
 DAAG-AMR-P, Mr. Vos, tel. (AV) 221-0440

3 July 1984

(\* ) Acting as Legal Clerk in absence of PFC Foutch.

Grade/Name <u>SP4 Brandon(*)</u>		Date <u>2 Jul 84</u>																	
In Army <u>1½</u> Years		In 5/73 Armor <u>1</u> Years <u>--</u> Months																	
PMOS <u>71L</u>		DMOS <u>71L</u>																	
<table border="1"><tr><td>S-1</td></tr><tr><td>S-4</td></tr><tr><td>CSCSup</td></tr></table>	S-1	S-4	CSCSup	<table border="1"><tr><td>PAC</td></tr><tr><td>Mail</td></tr><tr><td>CoASup</td></tr></table>	PAC	Mail	CoASup	<table border="1"><tr><td>Legal X</td></tr><tr><td>DinFac</td></tr><tr><td>CoBSup</td></tr></table>	Legal X	DinFac	CoBSup	<table border="1"><tr><td>S-2</td></tr><tr><td>EMO</td></tr><tr><td>CoCSup</td></tr></table>	S-2	EMO	CoCSup	<table border="1"><tr><td>S-3</td></tr><tr><td>HHCSup</td></tr><tr><td>Other</td></tr></table>	S-3	HHCSup	Other
S-1																			
S-4																			
CSCSup																			
PAC																			
Mail																			
CoASup																			
Legal X																			
DinFac																			
CoBSup																			
S-2																			
EMO																			
CoCSup																			
S-3																			
HHCSup																			
Other																			

Yes

Before coming to 5/73 Armor, did you use TAFFS?

No

Yes  
N/A

(if yes) Did you have any problems with TAFFS?

No

During this test period, have you found MARKS to be...

Easier to use than TAFFS for filing?

N/A Harder to use than TAFFS for filing?

About the same as TAFFS for filing?

Easier to use than TAFFS for retrieving?

Harder to use than TAFFS for retrieving?

About the same as TAFFS for retrieving?

Yes Have the record series in MARKS covered everything that you have to file in your day-to-day duties?

No

If you had your choice, would you ...

Stick with MARKS

Go back to TAFFS

No opinion - or .. makes no difference

Encl # 2 to Chapter 8

Has the new General Correspondence category been ...

- Helpful as a "parking place" for hard-to-file documents
- Not helpful
- No opinion

- \* - \* - \* - \* - \* - \* - \* - \* - \* - \* - \* - \* -

FOR THE PAC:

What general subject is covered in each of these directives?

AR 630-5 Leaves  
AR 600-38 Unknown  
AR 600-9 Weight Control  
AR 640-10 Personnel Records  
AR 640-3 Unknown  
AR 672-5-1 Awards

If you had to file each of the following records, with what prescribing directive (AR or DA Pam) would you associate them?	CORRECT	HIS
	<u>ANSWER</u>	<u>ANSWER</u>
Award recommendation for 1SG, HHC, 5/73 Armor	(AR 672-5-1)	672-5-1
Meal card control registers	(AR 600-38)	Unknown
Application for new ID card	(AR 640-3)	Unknown
Military Personnel Records Jacket (MPRJ, DA Form 201)	(AR 640-10)	640-10
DA Form 31, Request Authority for Leave	(AR 630-5)	630-5
Folder with information on soldier in Co. B who is overweight	(AR 600-9)	600-9

General comments you would like to make: It is easy to find a file number in the regulation; the regulation is easy to use.

---

---

---

Grade/Name <u>SP4 Jesse Rivera</u>		Date <u>2 July 1984</u>		
In Army <u>14 months</u> Years		In 5/73 Armor <u>    </u> - Years <u>11</u> Months		
PMOS <u>19D</u>		DMOS <u>96B</u>		
S-1	PAC	Legal	S-2	S-3
S-4	Mail	DinFac	X	HHCSup
CSCSup	CoASup	CoBSup	BMO	Other
			CoCSup	

Yes  
 No  
 Before coming to 5/73 Armor, did you use TAFFS?

Yes  
 No <sup>N/A</sup>  
 (if yes) Did you have any problems with TAFFS?

During this test period, have you found MARKS to be...

- Easier to use than TAFFS for filing?
- <sup>N/A</sup> Harder to use than TAFFS for filing?
- About the same as TAFFS for filing?
- Easier to use than TAFFS for retrieving?
- Harder to use than TAFFS for retrieving?
- About the same as TAFFS for retrieving?

Yes  
 No  
 Have the record series in MARKS covered everything that you have to file in your day-to-day duties?

If you had your choice, would you ...

- Stick with MARKS
- Go back to TAFFS
- No opinion - or - makes no difference

Has the new General Correspondence category been ...

- Helpful as a "parking place" for hard-to-file documents
- Not helpful
- No opinion

- \* - \* - \* - \* - \* - \* - \* - \* - \* - \* - \* - \* -

FOR THE S-2:

What general subject is covered in each of these directives?

AR 380-5 Information security

AR 190-40 Serious incident reports

AR 604-5 Personnel security clearances

If you had to file each of the following records, with what prescribing directive (AR or DA Pam) would you associate them?

Security clearance certificate (form) on a member of HQ, 5/73 Armor 604-5

Annual classified document inventory 380-5

Final report of a serious incident in which a member of 5/73 Armor was involved 190-40

General comments you would like to make: MARKS should be adopted as the general filing regulation for the entire Army.

---

---

---

Grade/Name <u>SSG Bobby Pruiett</u>		Date <u>2 July 1984</u>		
In Army <u>22</u> Years		In 5/73 Armor <u>2</u> Years - Months		
PMOS <u>76Y</u>		DMOS <u>76Y</u>		
S-1	PAC	Legal	S-2	S-3
S-4 X	Mail	DinFac	BMO	HHCSup
CSCSup	CoASup	CoBSup	CoCSup	Other

Yes  
 No

Before coming to 5/73 Armor, did you use TAFFS?

Yes  
 No

(if yes) Did you have any problems with TAFFS?

During this test period, have you found MARKS to be...

- Easier to use than TAFFS for filing?
- Harder to use than TAFFS for filing?
- About the same as TAFFS for filing?
- Easier to use than TAFFS for retrieving?
- Harder to use than TAFFS for retrieving?
- About the same as TAFFS for retrieving?

Yes  
 No

Have the record series in MARKS covered everything that you have to file in your day-to-day duties?

If you had your choice, would you ...

- Stick with MARKS
- Go back to TAFFS
- No opinion - or - makes no difference

Has the new General Correspondence category been ...

- Helpful as a "parking place" for hard-to-file documents
- Not helpful
- No opinion

- \* - \* - \* - \* - \* - \* - \* - \* - \* - \* - \* -

FOR THE S-4 AND ALL UNIT SUPPLY ROOMS:

What general subject is covered in each of these directives?

DA Pam 710-2 Using unit supply

AR 735-5 Basic accountability

AR 735-11 Statements of charges and reports of survey

If you had to file each of the following records, with what prescribing directive (AR or DA Pam) would you associate them?

Report of survey 735

Property record inspection 710

Statement of Charges, DD Form 362 735

Designation of Property Book Officer 710

OCIE forms Don't know

General comments you would like to make: Good system; the sooner it is implemented in the Army, the better.

---

---

---

Grade/Name SGT (E5) James Jones Date 2 July 1984

In Army 8½ Years In 5/73 Armor 1 Years 6 Months

PMOS ? DMOS ?

S-1	PAC	Legal	S-2	S-3
S-4	Mail	DinFac	BMO	HHCSup
CSCSup	X	CoBSup	CoCSup	Other
	CoASup			

Yes

Before coming to 5/73 Armor, did you use TAFFS?

No

Yes

(if yes) Did you have any problems with TAFFS?

No

During this test period, have you found MARKS to be...

Easier to use than TAFFS for filing?

Harder to use than TAFFS for filing?

About the same as TAFFS for filing?

Easier to use than TAFFS for retrieving?

Harder to use than TAFFS for retrieving?

About the same as TAFFS for retrieving?

Yes

Have the record series in MARKS covered everything that you have to file in your day-to-day duties?

No

If you had your choice, would you ...

Stick with MARKS

Go back to TAFFS

No opinion - or - makes no difference

Has the new General Correspondence category been ...

- Helpful as a "parking place" for hard-to-file documents
- Not helpful
- No opinion

- \* - \* - \* - \* - \* - \* - \* - \* - \* - \* - \* - \* -

FOR THE BATTALION MAIL ROOM:

What general subject is covered in each of these directives?

DOD 4525.6-M, Volume II Mail management

AR 340-3 Official Mail

If you had to file each of the following records, with what prescribing directive (AR or DA Pam) would you associate them?

Accountable mail receipts 65g (file number)

Designation of mail clerks for each company 65a (file number)

Mailroom inspection records 65c (file number)

General comments you would like to make: None.

---

---

---

---

Grade/Name <u>SGT Charles Jent (*)</u>		Date <u>2 July 1984</u>																	
In Army <u>13</u> Years		In 5/73 Armor <u>1</u> Years <u>6</u> Months																	
PMOS <u>Cook</u>		DMOS <u>Cook</u>																	
<table border="1"><tr><td>S-1</td></tr><tr><td>S-4</td></tr><tr><td>CSCSup</td></tr></table>	S-1	S-4	CSCSup	<table border="1"><tr><td>PAC</td></tr><tr><td>Mail</td></tr><tr><td>CoASup</td></tr></table>	PAC	Mail	CoASup	<table border="1"><tr><td>Legal</td></tr><tr><td>DirFac X</td></tr><tr><td>CoESup</td></tr></table>	Legal	DirFac X	CoESup	<table border="1"><tr><td>S-2</td></tr><tr><td>BMO</td></tr><tr><td>CoCSup</td></tr></table>	S-2	BMO	CoCSup	<table border="1"><tr><td>S-3</td></tr><tr><td>HHCSup</td></tr><tr><td>Other</td></tr></table>	S-3	HHCSup	Other
S-1																			
S-4																			
CSCSup																			
PAC																			
Mail																			
CoASup																			
Legal																			
DirFac X																			
CoESup																			
S-2																			
BMO																			
CoCSup																			
S-3																			
HHCSup																			
Other																			

Yes  
 No  
 Before coming to 5/73 Armor, did you use TAFFS?

Yes  
 N/A (if yes)  
 No  
 Did you have any problems with TAFFS?

During this test period, have you found MARKS to be...

- Easier to use than TAFFS for filing?
- Harder to use than TAFFS for filing?
- About the same as TAFFS for filing?
- Easier to use than TAFFS for retrieving?
- Harder to use than TAFFS for retrieving?
- About the same as TAFFS for retrieving?

Yes  
 No  
 Have the record series in MARKS covered everything that you have to file in your day-to-day duties?

If you had your choice, would you ...

- Stick with MARKS
- Go back to TAFFS
- No opinion - or - makes no difference

(\*) SGT Jent maintains records and handles issues/requirements for the consolidated dining facility on behalf of SFC Duncan, the Mess Sergeant.

Has the new General Correspondence category been ...

- Helpful as a "parking place" for hard-to-file documents
- Not helpful
- No opinion

- \* - \* - \* - \* - \* - \* - \* - \* - \* - \* -

FOR THE BATTALION CONSOLIDATED DINING FACILITY:

What general subject is covered in each of these directives?

- AR 30-1 Food Service Program
- AR 30-16 Don't know
- AR 600-38 Don't know

If you had to file each of the following records, with what prescribing directive (AR or DA Pam) would you associate them?

- Report on spoiled subsistence \_\_\_\_\_
- Menus \_\_\_\_\_
- Cash collection vouchers for meal payments 30-1
- Meal card registers \_\_\_\_\_

General comments you would like to make: The system helps you to know where specific records are. A good system.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Grade/Name <u>MSG Beck</u>		Date <u>2 July 1984</u>		
In Army <u>20</u> Years		In 5/73 Armor <u>2</u> Years - Months		
PMOS <u>Tracked veh maint</u>		DMOS <u>ditto</u>		
S-1	PAC	Legal	S-2	S-3
S-4	Mail	Dinfac	EMO X	HHCSup
CSCSup	CoASup	CoBSup	CoCSup	Other

Yes  
 No

Before coming to 5/73 Armor, did you use TAFFS?

Yes  
 No

(if yes) Did you have any problems with TAFFS?

During this test period, have you found MARKS to be...

- Easier to use than TAFFS for filing? ...because of the structure of the MARKS regulation...
- Harder to use than TAFFS for filing?
- About the same as TAFFS for filing?
- Easier to use than TAFFS for retrieving?
- Harder to use than TAFFS for retrieving?
- About the same as TAFFS for retrieving?

Yes  
 No

Have the record series in MARKS covered everything that you have to file in your day-to-day duties?

If you had your choice, would you ...

- Stick with MARKS
- Go back to TAFFS
- No opinion - or - makes no difference

Has the new General Correspondence category been ...

- Helpful as a "parking place" for hard-to-file documents
- Not helpful
- No opinion

- \* - \* - \* - \* - \* - \* - \* - \* - \* - \* - \* -

FOR THE BATTALION MAINTENANCE OFFICE (BMO):

What general subject is covered in each of these directives?

DA Pam 738-750 The Army Maintenance Management System (TAMMS)

AR 735-11 Property accountability

If you had to file each of the following records, with what prescribing directive (AR or DA Pam) would you associate them?

Report of survey for lost tool kit 735-11

Maintenance worksheets 738-750

Maintenance requests 738-750

General comments you would like to make: None.

---

---

---

---

Grade/Name <u>SGT Sluss</u>		Date <u>2 July 1984</u>																		
In Army <u>8</u> Years		In 5/73 Armor <u>1</u> Years <u>6</u> Months																		
PMOS <u>76Y</u>		DMOS <u>76Y</u>																		
<table border="1"><tr><td>S-1</td></tr><tr><td>S-4</td></tr><tr><td>CSCSup</td></tr></table>	S-1	S-4	CSCSup	<table border="1"><tr><td>PAC</td></tr><tr><td>Mail</td></tr><tr><td>CoASup</td></tr></table>	PAC	Mail	CoASup	<table border="1"><tr><td>Legal</td></tr><tr><td>Dinfac</td></tr><tr><td>CoBSup</td></tr></table>	Legal	Dinfac	CoBSup	<table border="1"><tr><td>S-2</td></tr><tr><td>BMO</td></tr><tr><td>CoCSup</td></tr></table>	S-2	BMO	CoCSup	<table border="1"><tr><td>S-3</td></tr><tr><td>HHCSup</td></tr><tr><td>X</td></tr><tr><td>Other</td></tr></table>	S-3	HHCSup	X	Other
S-1																				
S-4																				
CSCSup																				
PAC																				
Mail																				
CoASup																				
Legal																				
Dinfac																				
CoBSup																				
S-2																				
BMO																				
CoCSup																				
S-3																				
HHCSup																				
X																				
Other																				

- Yes
- No

Before coming to 5/73 Armor, did you use TAFFS?

- Yes
- No

(if yes) Did you have any problems with TAFFS?

During this test period, have you found MARKS to be...

- 
- 
- 
- 
- 
- 

Easier to use than TAFFS for filing?  
 Harder to use than TAFFS for filing?  
 About the same as TAFFS for filing?  
 Easier to use than TAFFS for retrieving?  
 Harder to use than TAFFS for retrieving?  
 About the same as TAFFS for retrieving?

- Yes
- No

Have the record series in MARKS covered everything that you have to file in your day-to-day duties?

If you had your choice, would you ...

- 
- 
- 

Stick with MARKS  
 Go back to TAFFS  
 No opinion - or - makes no difference

Has the new General Correspondence category been ...

- Helpful as a "parking place" for hard-to-file documents
- Not helpful
- No opinion

- \* - \* - \* - \* - \* - \* - \* - \* - \* - \* -

FOR THE S-4 AND ALL UNIT SUPPLY ROOMS:

What general subject is covered in each of these directives?

DA Pam 710-2 Unit supply

AR 735-5 Property

AR 735-11 GPLD (Gov't Property Lost, Damaged, or Destroyed)

If you had to file each of the following records, with what prescribing directive (AR or DA Pam) would you associate them?

Report of survey 735-11

Property record inspection 710-2

Statement of Charges, DD Form 362 735-11

Designation of Property Book Officer 710-2

OCIE forms 710-2?

General comments you would like to make: None

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Grade/Name SP4 Arizona McCanick Date 2 July 1984

In Army 2 Years In 5/73 Armor 1 Years 6 Months

PMOS \_\_\_\_\_ DMOS \_\_\_\_\_

S-1	PAC	Legal	S-2	S-3
S-4	Mail	Dinfac	BMO	HHCSup
CSCSup X	CoASup	CoBSup	CoCSup	Other

Yes  
 No

Before coming to 5/73 Armor, did you use TAFFS?

Yes  
 No

(if yes) Did you have any problems with TAFFS?

During this test period, have you found MARKS to be...

Easier to use than TAFFS for filing?

Harder to use than TAFFS for filing?

About the same as TAFFS for filing?

Easier to use than TAFFS for retrieving?

Harder to use than TAFFS for retrieving?

About the same as TAFFS for retrieving?

Yes  
 No

Have the record series in MARKS covered everything that you have to file in your day-to-day duties?

If you had your choice, would you ...

Stick with MARKS

Go back to TAFFS

No opinion - or - makes no difference



Grade/Name SGT Williams Date 2 July 1984

In Army 5½ Years In 5/73 Armor 1 Years -      Months

PMOS 76Y DMOS 76Y

S-1	PAC	Legal	S-2	S-3
S-4	Mail	DinFac	BMO	HHCSup
CSCSup	CoASup X	CoBSup	CoCSup	Other

Yes  
 No

Before coming to 5/73 Armor, did you use TAFFS?

Yes  
 No

(if yes) Did you have any problems with TAFFS?

During this test period, have you found MARKS to be...

- Easier to use than TAFFS for filing?
- Harder to use than TAFFS for filing?
- About the same as TAFFS for filing?
- Easier to use than TAFFS for retrieving?
- Harder to use than TAFFS for retrieving?
- About the same as TAFFS for retrieving?

Yes  
 No

Have the record series in MARKS covered everything that you have to file in your day-to-day duties?

If you had your choice, would you ...

- Stick with MARKS
- Go back to TAFFS
- No opinion - or .. makes no difference

Has the new General Correspondence category been ...

- Helpful as a "parking place" for hard-to-file documents
- Not helpful
- No opinion

- \* - \* - \* - \* - \* - \* - \* - \* - \* - \* - \* - \* -

FOR THE S-4 AND ALL UNIT SUPPLY ROOMS:

What general subject is covered in each of these directives?

DA Pam 710-2 Supply

AR 735-5 Not certain

AR 735-11 Damaged Property

If you had to file each of the following records, with what prescribing directive (AR or DA Pam) would you associate them?

Report of survey 735

Property record inspection 710

Statement of Charges, DD Form 362 735

Designation of Property Book Officer 710

OCIE forms 710

General comments you would like to make: None.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Grade/Name <u>SP4 (Actg SGT) Richards</u>		Date <u>2 July 1984</u>		
In Army <u>3</u> Years		In 5/73 Armor <u>2</u> Years <u>6</u> Months		
PMOS <u>76Y</u>		DMOS <u>76Y</u>		
S-1	PAC	Legal	S-2	S-3
S-4	Mail	DinFac	BMO	HHCSup
CSCSup	CoASup	CoBSup X	CoCSup	Other

- Yes
- No

Before coming to 5/73 Armor, did you use TAFFS?

- Yes
- No

(if yes) Did you have any problems with TAFFS?

During this test period, have you found MARKS to be...

- 
- 
- 
- 
- 
- 

Easier to use than TAFFS for filing?

Harder to use than TAFFS for filing?

About the same as TAFFS for filing?

Easier to use than TAFFS for retrieving?

Harder to use than TAFFS for retrieving?

About the same as TAFFS for retrieving?

- Yes
- No

Have the record series in MARKS covered everything that you have to file in your day-to-day duties?

If you had your choice, would you ...

- 
- 
- 

Stick with MARKS

Go back to TAFFS

No opinion - or - makes no difference



Grade/Name <u>SP4 Dewey Mishler</u>		Date <u>2 July 1984</u>		
In Army <u>2</u> Years		In 5/73 Armor <u>1</u> Years <u>6</u> Months		
PMOS <u>76Y</u>		DMOS <u>76Y</u>		
S-1	PAC	Legal	S-2	S-3
S-4	Mail	Dinfac	BMO	HHCSup
CSCSup	CoASup	CoBSup	CoCSup X	Other

Yes  
 No  
 Before coming to 5/73 Armor, did you use TAFFS?

Yes  
 No N/A  
 (if yes) Did you have any problems with TAFFS?

During this test period, have you found MARKS to be...

- N/A Easier to use than TAFFS for filing?
- Harder to use than TAFFS for filing?
- About the same as TAFFS for filing?
- Easier to use than TAFFS for retrieving?
- Harder to use than TAFFS for retrieving?
- About the same as TAFFS for retrieving?

Yes  
 No  
 Have the record series in MARKS covered everything that you have to file in your day-to-day duties?

If you had your choice, would you ...

- Stick with MARKS
- Go back to TAFFS
- No opinion - or - makes no difference



DRAFT FINAL REPORT

Pilot study of Modern Army Record-keeping System (MARKS) at  
5th En, 73rd Armored Regiment, 194th Brigade, Fort Knox, KY, Jul 83 - Jun 84

-----

Chapter 9

Conclusions and Recommendations

1. Conclusions:

a. The Modern Army Record-keeping System (MARKS) operates satisfactorily at the TOE unit level.

b. MARKS is perceived by TOE unit level users as being easier and simpler to use than TAFFS.

c. The principles of MARKS that vary from TAFFS can be assimilated and put into practice at the TOE unit level.

d. The addition of the "General Correspondence" category is perceived as being a beneficial addition to the record-keeping structure.

e. Participants were able, at the conclusion of the pilot, to associate a majority (81%) of subject areas with prescribing directives.

f. The pilot of MARKS at the TOE unit level was a success notwithstanding (1) minimal on-site supervision by the MARKS Project Officer and the Fort Knox Records Manager, (2) prolonged absences from garrison for training, and (3) the high rate of personnel turnover within the battalion.

2. Recommendation: That MARKS be implemented Army-wide at the level to which AR 340-2 now applies if and at such time as the entire Army is converted from TAFFS to MARKS.

## DRAFT FINAL REPORT

Pilot study of Modern Army Record-keeping System (MARKS) at  
5th Bn, 73rd Armored Regiment, 194th Brigade, Fort Knox, KY, Jul 83 - Jun 84

-----

### ADDENDUM

#### Benefits Derived from Pilot that are Applicable to TAFFS

1. A major benefit to the Army at large accrued from this pilot in that the analyst responsible for maintaining and operating the Army's record-keeping structure at the TOE unit level was able to observe, first-hand, the "real world" of record-keeping in a combat unit. As lessons were learned throughout the course of this year-long pilot they were applied to AR 340-2, TAFFS for TOE and Certain Other Units of the Army.

2. During the June, 1983 training that was conducted at 5th Bn, 73rd Armored Regiment, and during the first assistance visit thereafter, it became obvious that the standard and traditional method of setting up active and inactive files and computing cutoff, transfer, retirement, and destruction dates was too complicated for the average user at the TOE unit level. The method consisted of a generic disposition instruction, such as "Destroy 5 years after transfer or separation of the soldier," which then had to be translated, by use of a multi-page decision/logic table, to specific dates (in this example, "COFF 31 Dec 84, Trf RHA Jan 87, DEST Jan 90," meaning the file would be cut off at the end of calendar year 1984, held for two years in the current files area, then transferred on Standard Form 135 to the Fort Knox Records Holding Area, where it would be held for an additional three years, then destroyed). Acting on this deficiency, the pilot regulation (AR 340-XX) was changed (see Encl # 7 to Chapter 6) to include sample file labels for every category of records, both active and inactive, with all label instructions for cutoff, retention, transfer, retirement, and ultimate disposition included.

3. This addition to the pilot regulation was so well received that this practice was immediately carried over into AR 340-2 for the use of TOE units throughout the Army. The first edition of AR 340-2 into which this concept was incorporated was accompanied by a self-mailing response card which asked for user comments on format and content under the UPDATE medium of publishing. Over 2,000 such response cards were received which contained many, many positive comments about the inclusion of label samples, and no negative comments. The analyst responsible for AR 340-2 has also received numerous telephone calls from both records managers and users of AR 340-2 in the field stating that the inclusion of sample file labels has made everyone's administrative functions easier.

Addendum

Benefits Derived from the Pilot that are Applicable to TAFFS (Continued)

4. Chapter 6 of this final report lists seven (7) suggestions and recommendations made by members of 5th Bn, 73rd Armored Regiment for additions to or changes in the pilot regulation. Six of these were substantive changes which resulted not only in change to the pilot regulation, but to AR 340-2 as well. These additions deal with unit records on energy conservation, weight control, administrative separation, bars to reenlistment, cyclic inventories of property, and Government property lost, damaged or destroyed.